

**RICOH**

# Aficio<sup>TM</sup>

## 3228C/3235C/3245C

### Operating Instructions General Settings Guide



- 
- 1 Getting Started**
  - 2 Combined Function Operations**
  - 3 Document Server**
  - 4 User Tools (System Settings)**
  - 5 Troubleshooting**
  - 6 Remarks**
  - 7 Entering Text**
  - 8 Specifications**

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.

## **Introduction**

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

## **Important**

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

### **Notes:**

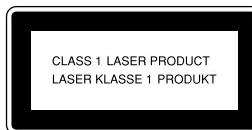
Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

### **Laser Safety:**

This machine is considered a Class 1 laser device, safe for office/EDP use. The machine contains five AlGaInP laser diodes, 7-milliwatt, 645-660 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.



### **Caution:**

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

### **Notes:**

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.15 "Machine Types".)

- Type 1: Aficio 3228C
- Type 2: Aficio 3235C
- Type 3: Aficio 3245C

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts with your Ricoh office products.

### **Power Source**

220–240V, 50/60Hz, 7A or more

Please be sure to connect the power cord to a power source as shown above. For details about power source, see P.147 "Power Connection".

# Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

## Note

- Manuals provided are specific to machine type.
- Adobe Acrobat Reader/Adobe Reader is necessary to view the manuals as a PDF file.
- Two CD-ROMs are provided:
  - CD-ROM 1 "Operating Instructions"
  - CD-ROM 2 "Scanner Driver and Document Management Utility"

## ❖ General Settings Guide (this manual)

Provides an overview of the machine and describes System Settings (such as Tray Paper Settings), Document Server functions, and troubleshooting.

Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

## ❖ Security Reference

This manual is for administrators of this machine. It describes security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use.

Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

## ❖ Network Guide (PDF file - CD-ROM1)

Provides information about configuring and operating the printer in a network environment or using software.

This manual covers all models, and therefore contains functions and settings that may not be available for your model. Images, illustrations, functions, and supported operating systems may differ from those of your model.

## ❖ Copy Reference

Describes operations, functions, and troubleshooting for the machine's copier function.

## ❖ Facsimile Reference <Basic Features>

Describes operations, functions, and troubleshooting for the machine's facsimile function.

## ❖ Facsimile Reference <Advanced Features>

Describes advanced facsimile functions such as line settings and procedures for registering IDs.

## ❖ Printer Reference

Describes system settings, operations, functions, and troubleshooting for the machine's printer function.

#### ◆ **Scanner Reference (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's scanner function.

#### ◆ **Manuals for DeskTopBinder Lite**

DeskTopBinder Lite is a utility included on the CD-ROM labeled "Scanner Driver and Document Management Utility".

- DeskTopBinder Lite Setup Guide (PDF file - CD-ROM2)

Describes installation of, and the operating environment for DeskTop-Binder Lite in detail. This guide can be displayed from the [**Setup**] display when DeskTopBinder Lite is installed.

- DeskTopBinder Introduction Guide (PDF file - CD-ROM2)

Describes operations of DeskTopBinder Lite and provides an overview of its functions. This guide is added to the [**Start**] menu when DeskTopBinder Lite is installed.

- Auto Document Link Guide (PDF file - CD-ROM2)

Describes operations and functions of Auto Document Link installed with DeskTopBinder Lite. This guide is added to the [**Start**] menu when Desk-TopBinder Lite is installed.

#### ◆ **Other manuals**

- PS3 Supplement (PDF file - CD-ROM1)

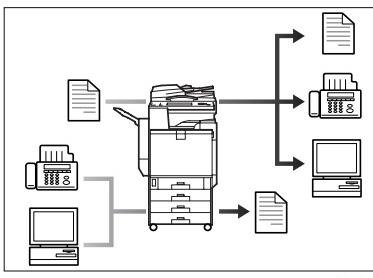
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

# What You Can Do with This Machine

The following introduces the functions of this machine, and the relevant manuals containing detailed information about them.

Products marked with \* are optional. For details about optional products, see p.164 "Options", or contact your local dealer.

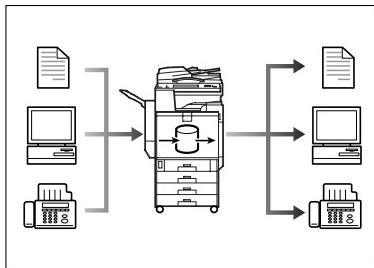
## Copier, Facsimile, Printer, and Scanner Functions



This machine provides copier, facsimile\*, printer, and scanner functions.

- You can make copies of originals. With a finisher\*, you can sort and staple copies. See *Copy Reference*.
- You can send originals by fax and receive faxes from other parties. See *Facsimile Reference <Basic Features>*, and *Facsimile Reference <Advanced Features>*.
- You can print documents created using applications. See *Printer Reference*.
- You can scan originals and send the scan file to a computer. See *Scanner Reference*.

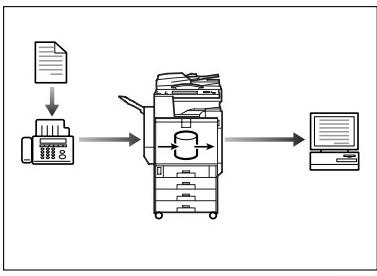
## Utilizing Stored Documents



- You can store file from originals scanned by this machine, or file sent from other computers, into the machine's hard disk. You can print and fax stored documents as required. You can also change print settings and print multiple documents (Document Server). See p.37 "Using the Document Server".
- With DeskTopBinder Professional\*/Lite, you can search, check, print, and delete stored documents using your computer. You can also retrieve stored documents scanned in scanner mode. With File Format Converter\*, you can even download documents stored in copy and printer functions to your computer. See *Network Guide*.

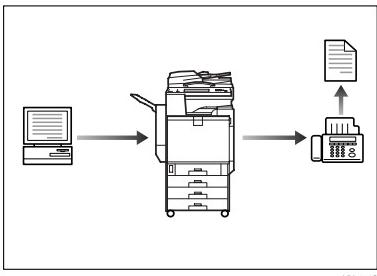
## Paperless Fax Transmission and Reception

### Reception



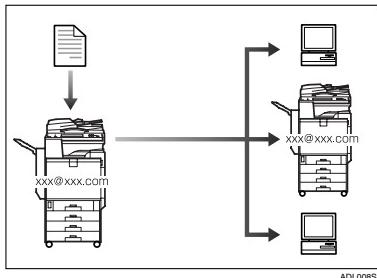
- You can store received fax messages on the machine's hard disk, instead of printing them onto paper. You can use DeskTopBinder Professional\*/Lite or a Web browser to check, print, delete, retrieve, or download documents using your computer (Storing received documents). See *Facsimile Reference <Advanced Features>*.

### Transmission



- You can send documents created using applications to another party's fax machine directly, without performing a print job (LAN-Fax). See *Facsimile Reference <Advanced Features>*.

## Fax Transmission and Reception Through the Internet

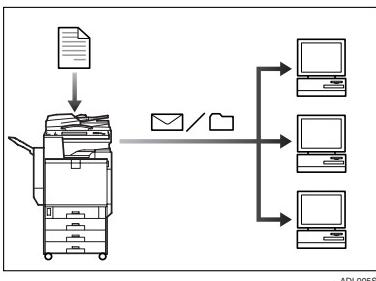


- You can send fax documents through e-mail by specifying the recipient's e-mail address (Internet Fax Transmission). You can receive sent documents via Internet Fax, or from computers (Internet Fax Reception). See *Facsimile Reference <Basic Features>*.
- You can send faxes by using data such as the IP address to specify the IP-Fax destination (IP-Fax Transmission). The transmitted files can be received using an Internet fax machine (IP-Fax Reception). See *Facsimile Reference <Basic Features>*.

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## Using the Scanner in a Network Environment

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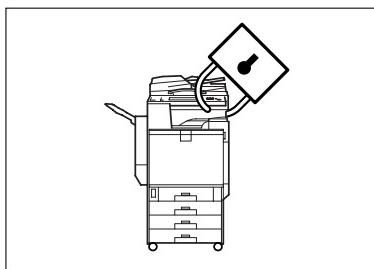
ADL0055

- You can send scanned documents to other network computers using e-mail (Sending stored scan file by e-mail). See *Scanner Reference*.
- With ScanRouter delivery software, you can save scanned documents in specified destinations on network computers (File storage). See *Scanner Reference*.
- You can send scanned documents to other network folders (Scan to Folder). See *Scanner Reference*.

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## Administrating the Machine/Protecting Documents (Security Functions)

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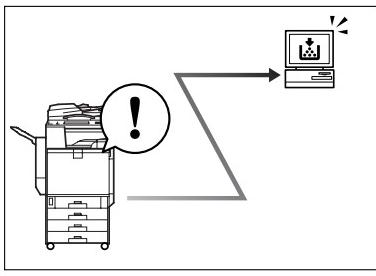
ADL0065

- You can protect documents from unauthorized access and stop them from being copied without permission. See *Security Reference*.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization. See *Security Reference*.
- By setting passwords, you can prevent unauthorized access via the network. See *Security Reference*.
- You can erase the data on the hard disk to prevent the information from leaking out. See the manual for the DataOverwriteSecurity Unit\* and *Security Reference*.

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## Monitoring the Machine Via Computer

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ADL007S

You can monitor machine status and change settings using a computer.

- Using SmartDeviceMonitor for Admin, SmartDeviceMonitor for Client, or a Web browser, you can use a computer to view the machine's status, such as to check on paper quantities, or misfeeds, etc. See *Network Guide*.
- You can also use a Web browser to make network settings. See *Network Guide*.
- You can also use a Web browser to register and manage items such as user codes, fax numbers, e-mail addresses, and folders in the Address Book. See the Web browser's Help.

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# Notice

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## Notice To Wireless LAN Interface (optional) Users

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### Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

The CE Declaration of Conformity is available on the Internet at URL:

[http://www.ricoh.co.jp/fax/ce\\_doc/](http://www.ricoh.co.jp/fax/ce_doc/).

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- The product name of Windows® 98 is Microsoft® Windows® 98
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product names of Windows® 2000 are as follows:  
Microsoft® Windows® 2000 Advanced Server  
Microsoft® Windows® 2000 Server  
Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:  
Microsoft® Windows® XP Professional  
Microsoft® Windows® XP Home Edition
- The product names of Windows Server™ 2003 are as follows:  
Microsoft® Windows Server™ 2003 Standard Edition  
Microsoft® Windows Server™ 2003 Enterprise Edition  
Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows® NT are as follows:  
Microsoft® Windows NT® Server 4.0  
Microsoft® Windows NT® Workstation 4.0

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## Information about Installed Software

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## Sablotron

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- b) The product manufacturer provides warranty and support to the application software of this product including the Sablotron 0.82 as modified, and the product manufacturer makes Ginger Alliance Ltd., the initial developer of the Sablotron 0.82, free from these obligations.
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- d) The source code of the modified code of the Sablotron 0.82 is available at: <http://support-download.com/services/device/sablot/notice082.html>

- e) The source code of the Sablotron software is available at: <http://www.ginger-all.com>
  - f) MPL 1.1 is available at: <http://www.mozilla.org/MPL/MPL-1.1.html>
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## JPEG LIBRARY

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- The software installed on this product is based in part on the work of the Independent JPEG Group.
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## SASL

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CMU libasl

Tim Martin

Rob Earhart

Rob Siemborski

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## **Samba(Ver 2.2.2-ja-1.1)**

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For SMB transmission, this machine uses Samba ver 2.2.2-ja-1.1 (hereinafter referred to as Samba 2.2.2-ja-1.1).

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 **Note**

- The source code for SMB transmission by this machine can be downloaded from the following website:

<http://support-download.com/services/scbs>

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# How to Read This Manual

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## Symbols

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This manual uses the following symbols:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury if you misuse the machine by not following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the *General Settings Guide*.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage not involving bodily injury, if you misuse the machine by not following these instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the *General Settings Guide*.

\* WARNINGS and CAUTIONS are notes for your safety.

 **Important**

If these instructions are not followed, paper might be misfed, originals damaged, or data lost. Be sure to read these instructions.

 **Preparation**

This symbol indicates the prior knowledge or preparation required before operation.

 **Note**

This symbol indicates precautions for operation, or actions to be taken following user error.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions under which a particular function cannot be used.

 **Reference**

This symbol indicates where further relevant information can be found.

[      ]

Keys that appear on the machine's display panel.

[      ]

Keys built into the machine's control panel.

# Safety Information

When using this machine, the following safety precautions should always be followed.

## Safety During Operation

In this manual, the following important symbols are used:

**⚠ WARNING:**

*Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.*

**⚠ CAUTION:**

*Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.*

**⚠ WARNING:**

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:**
  - **You spill something into the machine.**
  - **You suspect that your machine needs service or repair.**
  - **The external housing of your machine has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer.**
- **Dispose of the used toner bottle in accordance with the local regulations.**
- **Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.**

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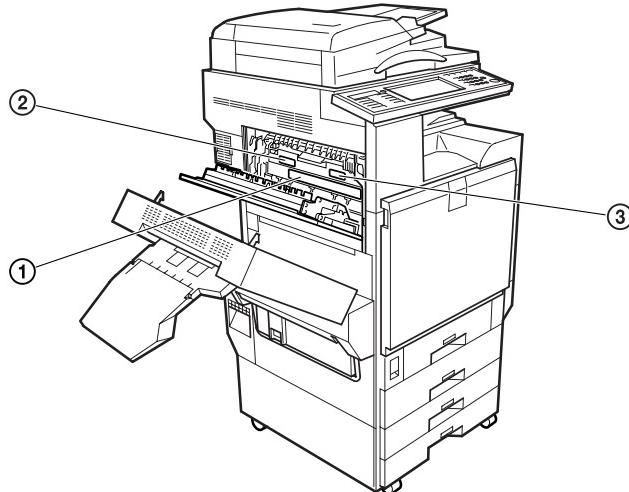
**⚠ CAUTION:**

---

- Protect the machine from dampness or wet weather, such as rain and snow.
- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- If you use the machine in a confined space, make sure there is a continuous air turnover.
- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- Keep toner (used or unused) and toner bottle out of the reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.
- If your skin comes into contact with toner or used toner, wash the affected area thoroughly with soap and water.
- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.
- The inside of the machine could be very hot. Do not touch the parts with a label indicating "hot surface". Otherwise, an injury might occur.
- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.
- Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.

# Positions of Labels and Hallmarks for ⚠WARNING and ⚠CAUTION

This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



(1)



(2)



(3)



ADL009S

# ENERGY STAR Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

## ❖ Low-Power mode

- Low Power Mode

This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Printing is still possible in Low Power Mode, but if you wish to make copies press the **[Energy Saver]** key first.

### 🔗 Reference

For details about how to change the default interval, see p.59 "Energy Saver Timer".

- Sleep Mode

This product automatically lowers its power consumption even further 45 minutes (Type 1) or 60 minutes (Types 2 and 3) after the last copy or print job has finished. This function is called "Sleep Mode". Printing from computer or fax is possible in this mode, but if you wish to make copies, press the operation switch first.

### 🔗 Reference

For details about how to change the default interval, see p.59 "Auto Off Timer".

## ❖ Duplex Priority

The ENERGY STAR Program recommends the duplex function. By conserving paper resources this function reduces a burden to the environment. For applicable machines, duplex function (one-sided originals→two-sided copies) can be selected preferentially when the operation switch or the main power switch is turned on, the **[Energy Saver]** key is pressed, or the machine resets automatically.

## Reference

To change the settings of the Duplex Priority mode, see "Duplex Mode Priority" in "General Features P.2/5", *Copy Reference*.

## Specifications

		Type 1	Type 2	Type 3	
Low - Power mode	Power consumption	130W	135W	135W	
	Default interval	15 minutes			
	Recovery Time	25 seconds			
Sleep mode	Power consumption	20W or less			
	Default interval	45 minutes	60 minutes		
	Recovery time	99 seconds			
Duplex Priority		1 Sided→1 Sided			

### ◆ Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of environmentally friendly recycled paper. Please contact your sales representative for recommended paper.

# Machine Types

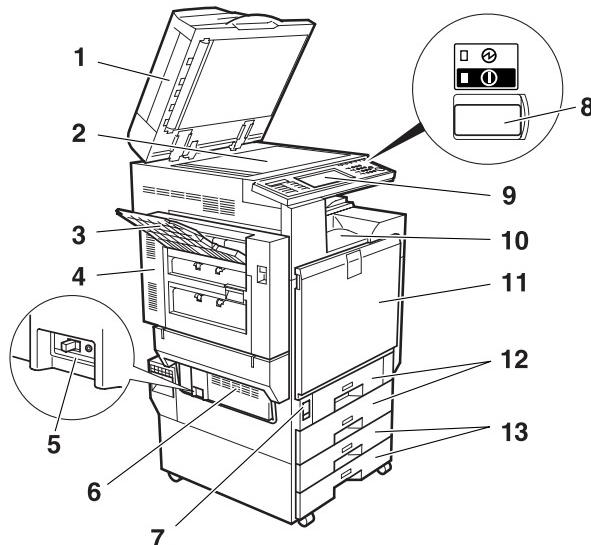
This machine comes in three models which vary in copy speed. To confirm which model you have, see the inside front cover.

	Type 1	Type 2	Type 3
Copy speed/B&W	28 copies/minute (A4 □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □)	35 copies/minute (A4 □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □)	45 copies/minute (A4 □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □)
Copy speed/Full Colour	24 copies/minute (A4 □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □)	28 copies/minute (A4 □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □)	35 copies/minute (A4 □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □)



# 1. Getting Started

## Guide to Components



AFZ001S

### 1. Exposure glass cover (optional) or Auto Document Feeder (ADF) (optional)

Lower the exposure glass cover over originals placed on the exposure glass. If you have the ADF, load a stack of originals here. They will be fed automatically, one by one.

(The illustration shows the ADF.)

### 2. Exposure glass

Place originals face down.

### 3. External tray

Copied, printed paper or fax messages are delivered here.

### 4. Duplex reversal unit

Open this to remove misfed paper. The upper left cover can be opened by first opening the duplex reversal unit.

### 5. Earth Leakage Breaker

Prevents electric shock. See p.150 "Earth Leakage Breaker".

### 6. Ventilation holes

Prevents overheating. Do not obstruct the ventilation holes by placing anything near it or leaning objects against it. If the machine overheats, an error might occur.

### 7. Main power switch

If the machine does not operate after turning on the operation switch, check the main power switch is turned on. If it is off, turn it on.

### 8. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

## 9. Control panel

See p.21 "Control Panel".

## 10. Standard tray

Copied, printed paper or fax messages are delivered here.

## 11. Front cover

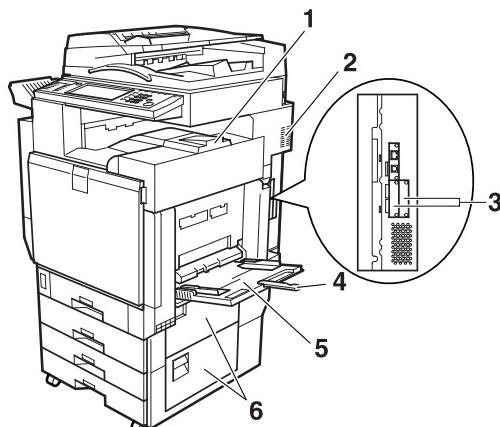
Open to access the inside of the machine.

## 12. Paper tray

Load paper here. See p.111 "Loading Paper".

## 13. Paper tray unit (optional)

Load paper here. See p.111 "Loading Paper", p.19 "External Options".



AFZ024S

### 1. Upper right cover

Open this cover to replace the toner cartridge.

### 2. Ventilation holes

Prevent overheating. Do not obstruct the ventilation holes by placing an object near it or leaning things against it. If the machine overheats, a fault might occur.

### 3. Optional connectors

Use to connect options such as Bluetooth.

### 4. Bypass tray extension

Pull out this extension to load paper in the bypass tray when its length is longer than that of A4 size.

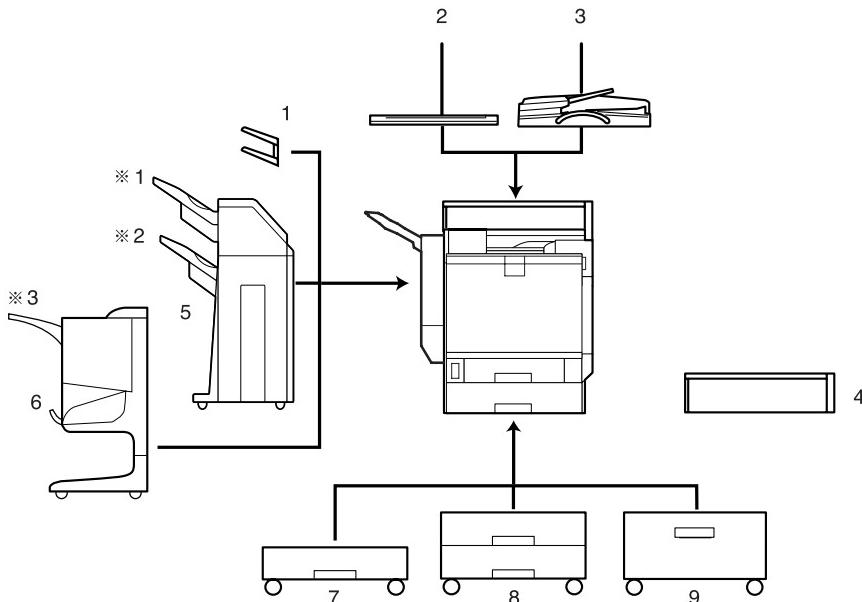
### 5. Bypass tray

Use to print on thick paper, OHP transparencies, custom size paper, as well as plain paper.

### 6. Lower right cover

Open this cover to remove misfed paper.

## External Options



AFZ006S

### 1. Left tray

If you select this as the output tray, copies will be delivered face down.

### 2. Exposure glass cover

Lower this cover over originals before copying.

### 3. ADF

Load a stack of originals here. They will be fed in automatically.

### 4. Scanner Accessibility Unit

This unit lets you operate the machine or scan documents from the side instead of using the control panel on the machine.

#### Note

- When the scanner accessibility unit is installed, the control panel and the scanner unit on the machine cannot be used.

### 5. 2 Tray finisher

Sorts, stacks, staples, and punches copies.

\*1 Finisher Shift Tray 1

\*2 Finisher Shift Tray 2

### 6. Booklet finisher

Sorts, stacks, and staples copies. The saddle stitch function can staple the copies in the centre and folds them like a booklet.

\*3 Finisher Shift Tray

### 7. 1 Tray paper unit

Consists of 1 paper tray.

### 8. 2 Tray paper unit

Consists of 2 paper trays.

### 9. Large Capacity Tray (LCT)

Holds up to 2000 sheets of A4 paper.

## Internal Options

### ① Fax unit

Allows you to use the facsimile function.

### ② IEEE 1394 interface board \*1

Connects to an IEEE 1394 cable.

### ③ Bluetooth \*1

Allows you to expand the interface.

### ④ File Format Converter

Allows you to download documents from the Document Server stored by copier and printer functions. See p.46 "Downloading Stored Documents".

### ⑤ IEEE 802.1b Wireless LAN Board \*1

You can install a wireless LAN interface.

### ⑥ IEEE 1284 Interface Board \*1

Connects to an IEEE 1284 cable.

### ⑦ DataOverwriteSecurity Unit

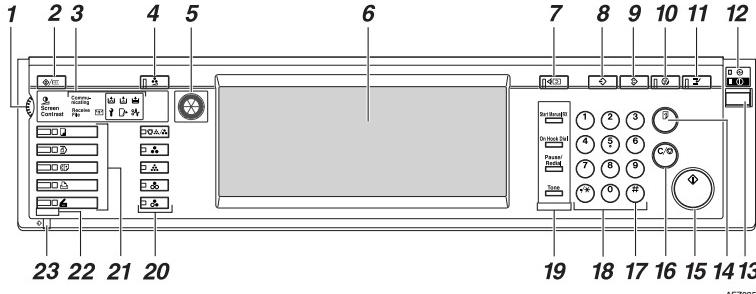
Allows you to erase data on the hard disk.

\*1 You cannot install two or more of the options below:

IEEE 1394 interface board, IEEE 802.11b Wireless LAN Board, IEEE 1284 Interface Board, Bluetooth.

# Control Panel

This illustration shows the control panel of a machine with options fully installed.



AFZ025S

## 1. Screen contrast knob

Adjusts display panel brightness.

## 2. [User Tools/Counter] key

### User Tools

Press to change defaults and conditions to meet your requirements. See p.52 "Accessing User Tools (System Settings)".

### Counter

Press to check or print the counter value. See p.156 "Counter".

### Inquiry

Press to find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See p.154 "Inquiry".

## 3. Indicators

Display the status of the machine or indicate errors.

- : Add Staple indicator. See p.129 "Adding Staples".
- : Add Toner indicator. See p.114 "Adding Toner".
- : Load Paper indicator. See p.111 "Loading Paper".
- !**: Service Call indicator
- : Open Cover indicator
- ¶**: Misfeed indicator. See p.117 "Clearing Misfeeds".

• Communicating: Communicating indicator. See "Control Panel", Facsimile Reference <Basic Features>.

• **✉**: Confidential File indicator. See "Control Panel", Facsimile Reference <Basic Features>.

• Receive File: Receiving File indicator. See "Control Panel", Facsimile Reference <Basic Features>.

## 4. [Adjust/Program Colour] key (copy mode)

Use this key to adjust and register colours. See "Colour Adjustment", "User Colour", Copy Reference.

### Note

When image quality is adjusted, the lamp in the [Adjust/Program Colour] key is lit.

## 5. Colour circle

Refer to this when adjusting colours. See "Colour Adjustment", Copy Reference.

## 6. Display panel

Displays operation status, error messages, and function menus. See p.23 "Display Panel".

## 7. [Check Modes] key

Press to check the entered copy job settings.

**8. [Program] key (copier/facsimile/scanner mode)**

Press to register frequently used settings, or recall registered settings.

**9. [Clear Modes] key**

Press to clear previous copy job settings.

**10. [Energy Saver] key**

Press to switch into and out of Energy Saver mode. See p.28 "Energy Saver Mode".

**11. [Interrupt] key (copier mode)**

Press to make interrupt copies during copying or scanning. See "Interrupt Copy", *Copy Reference*.

**12. Main power indicator and On indicator**

The main power indicator turns on when you turn on the main power. The **On** indicator lights when the power is on.

**Important**

- Do not turn off the main power switch while the **On** indicator is turning on or is flashing. The hard disk may malfunction.

**13. Operation switch**

Press to turn the power on (the **On** indicator goes on). To turn the power off, press again (the **On** indicator goes off). See p.26 "Turning On the Power".

**14. [Sample Copy] key**

Press to make a single set of copies or prints to check print quality before making multiple sets. See "Sample Copy" *Copy Reference*.

**15. [Start] key**

Press to start copying. Press to start scanning or printing documents stored using the Document Server function.

**16. [Clear/Stop] key**

- Clear  
Press to delete a number entered.
- Stop  
Press to stop a job in progress.

**17. [#] key**

Press to enter a numerical value.

**18. Number keys**

Press to enter the number of copies and data for a selected function.

**19. [Start Manual RX] key, [On Hook Dial] key, [Pause/Redial] key, and [Tone] key****Reference**

*Facsimile Reference <Basic Features>* and *Facsimile Reference <Advanced Features>*

**20. Colour Selection keys (copy mode)**

Switch keys depending on the type of original, or the copying purpose:

[Auto Colour Selection] :

[Full Colour] :

[Black & White] :

[Single Colour] :

[Two-colour] :

See "Colour Functions", *Copy Reference*.

**21. Function keys**

Press to select one of the following functions:

- Copy:
- Document Server:
- Facsimile:
- Printer:
- Scanner:

**22. Function status indicators.**

Display the status of the above functions:

- Green: active.
- Red: interrupted.

**23. indicator**

The data indicator shows the status of data reception. See "Control Panel", *Printer Reference*.

## Display Panel

The display panel shows machine status, error messages, and function menus. The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

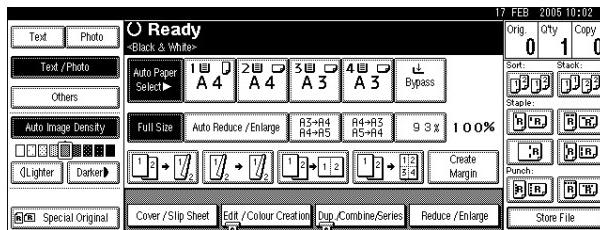
When you select or specify an item on the display panel, it is highlighted thus [Full Size]. Keys appearing as [OK] cannot be used.

### Important

- A force or impact of more than 30 N (about 3 kgf) will damage the display panel.

The copying screen is displayed as default after power on.

The following display shows a machine with options fully installed.



## Common key operations

The following keys are common to all screens:

### ◆ Key list

[OK]	Acknowledges a selected function or entered values, and then returns to the previous display.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous display.
[▲Prev.] [▼Next]	Moves to the previous or next display when all items cannot be shown on the same display.
[OK] [Yes]	Closes displayed messages.
[Clear]	Cancels entered values but does not change the settings.
[Exit]	Returns to the previous display.

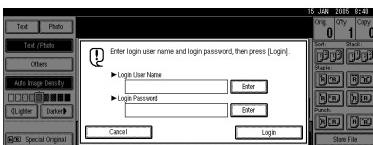
## When the Authentication Screen is displayed

When Basic Authentication, Windows Authentication, or LDAP Authentication is set, the authentication screen is displayed. Unless a valid user name and password are entered, operations are not possible with the machine.

### Note

- Consult the User Administrator about your login user name and login password. For details of the various types of user authentication, consult the respective administrators.
- When User Code Authentication is set, the screen for entering a user code is displayed instead. For details, see p.73 "Authentication Information".

### **1 Press [Enter] for Login User Name.**



### **2 Enter a login user name, and then press [OK].**

### **3 Press [Enter] for Login Password.**

### **4 Enter a login password, and then press [OK].**

### **5 Press [Login].**

When the user is authenticated, the screen for the function you are using appears.

### Note

- When the entered login user name or login password is not correct, "Authentication has failed." appears. Check the login user name and password.

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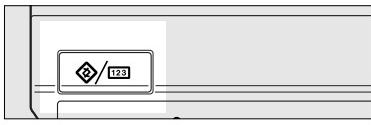
## Log Off

---

**Important**

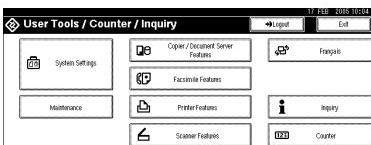
- To prevent unauthorized users from using the machine, always log off when you have finished using the machine.

**1** Press **[User Tools / Counter]**.



ZFLS110E

**2** Press **[Logout]**.



**3** Press **[Yes]**.

**4** Press **[User Tools / Counter]**.

# Turning On the Power

This machine has two power switches.

## ◆ Operation switch (right side of the control panel)

Press to activate the machine. When the machine has finished warming up, you can make copies.

## ◆ Main power switch (left side of the machine)

Turning off this switch will turn off the main power indicator on the right side of the control panel. After this is done, machine power is completely off.

When the fax unit (optional) is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

### Note

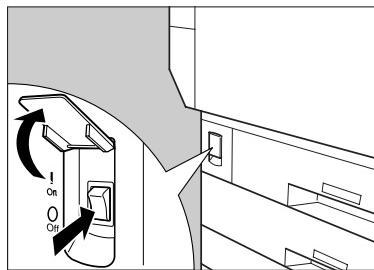
- This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. See p.59 "Auto Off Timer", "Energy Saver Timer".

## Turning On the Main Power

**1** Make sure that the power cord is firmly plugged into the wall outlet.

**2** Open the switch cover, and then turn on the main power switch.

The main power indicator turns on.



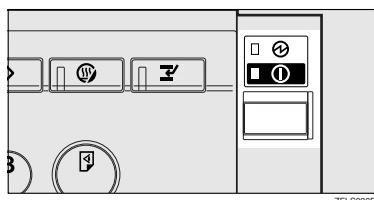
### Important

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunction.

## Turning On the Power

### **1** Press the operation switch.

The On indicator turns on.



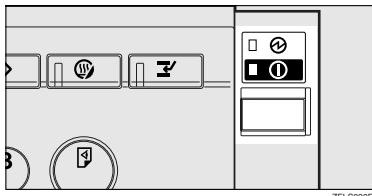
### Note

- If the power does not turn on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

## Turning Off the Power

- 1** Make sure the exposure glass cover or the ADF is in the right position.
- 2** Press the operation switch.

The **On** indicator turns off.



### Note

- Even if you press the operation switch, and the indicator does not turn off, it will blink in the following cases:
  - When the exposure glass cover or ADF is open.
  - During communication with external equipment.
  - When the hard disk is active.

## Turning Off the Main Power

### Important

- Do not turn off the main power switch when the **On** indicator is lit or blinking. Doing so may result in damage to the hard disk or memory.
- Be sure to turn off the main power switch before pulling out the power plug. Not doing this may result in damage to the hard disk or memory.

- 1** Make sure the **On** indicator is not lit.

- 2** Open the switch cover, and then turn off the main power switch.

The main power indicator turns off.

### When the fax unit (optional) is installed

When the main power switch is turned off while using the facsimile function, waiting fax and print jobs may be canceled, and incoming fax documents not received. If you have to turn off this switch for some reason, follow the procedure below.

### Important

- Make sure 100% is shown as available memory on the display before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord. See "Power Failure Report", *Facsimile Reference <Advanced Features>*.
- The **On** indicator will not turn off, but will blink in dial-in mode even if you press the operation switch. When this happens, check the explanations below, and turn off the main power switch.
  - The computer is not controlling the machine.
  - The machine is not receiving a fax.

## Saving Energy

### Energy Saver Mode

If you do not use the machine for a certain period after an operation, or when you press the **[Energy Saver]** key, the display disappears and the machine goes into Energy Saver mode. When you press the **[Energy Saver]** key again, the machine returns to the ready condition. The machine uses less electricity in Energy Saver mode.

#### Note

- You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed. See p.59 "Energy Saver Timer".

### Auto Off

The machine automatically turns itself off when the job is finished, after a certain period of time has elapsed. This function is called "Auto Off".

#### Note

- You can change the Auto Off time. See p.59 "Auto Off Timer".
- The Auto Off Timer function will not operate in the following cases:
  - When a warning message appears
  - When the service call message appears
  - When paper is jammed
  - When the cover is open
  - When the "Add Toner" message appears
  - When toner is being replenished
  - When the User Tools/Counter screen is displayed
  - When fixed warm-up is in progress
  - When the facsimile, printer or other functions are active
  - When operations were suspended during printing
  - When the handset is in use
  - When the On-hook dialing function is in use
  - When a recipient is being registered in the address list or group dial list
  - When the Data In indicator is on or blinking
  - When the sample print or locked print screen is displayed

## 2. Combined Function Operations

### Changing Modes

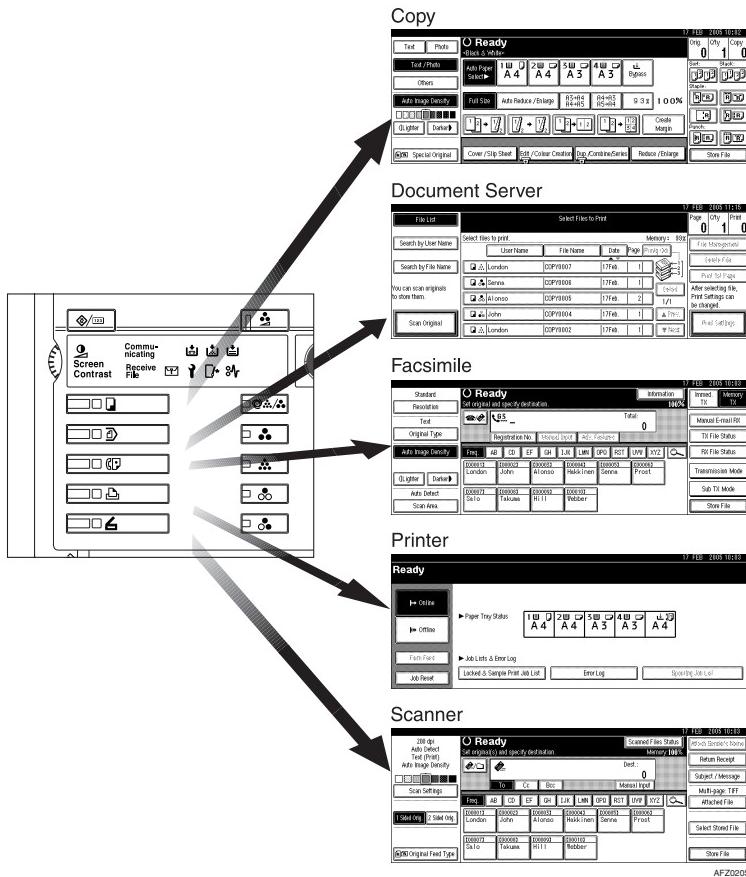
#### Note

You cannot switch modes in any of the following situations:

- When scanning in a fax message for transmission
- During immediate transmission
- When accessing User Tools
- During interrupt copying
- During On hook dialing for fax transmission
- While scanning an original

- The copying screen is displayed as default after power on. You can change this default setting. See p.53 "Function Priority".

2



## System Reset

The machine returns automatically to its initial condition when the job is finished, after a certain period of time has elapsed. This function is called "System Reset". See p.53 "Function Priority".

### Note

- You can change the System Reset time. See p.60 "System Auto Reset Timer".

# Multi-Access

You can carry out another job using a different function while the current job is being performed. Performing multiple functions simultaneously in this manner is called "Multi-accessing".

This allows you to handle jobs efficiently, regardless of how the machine is being used. For example:

- While making copies, you can scan documents to store in the Document Server.
- While printing documents stored in the Document Server, the machine can receive print data.
- You can make copies while receiving fax data.
- While printing print data, you can make operations for copying.

## Note

- See p.53 "Print Priority" for setting function priority. As default, **[Display Mode]** is set to first priority.
- When the 2 tray finisher or booklet finisher is installed on the machine, you can specify the output tray where documents are delivered. For details about how to specify the output tray for each function, see the following descriptions:
  - p.54 "Output: Copier (copier)"
  - p.55 "Output: Document Server (Document Server)"
  - p.55 "Output: Facsimile (facsimile)"
  - p.55 "Output: Printer (printer)"

## Function Compatibility

The chart shows Function Compatibility when print priority is set to "Interleave". See p.53 "Print Priority".

△: Simultaneous operations are possible.

●: Operation is enabled when the relevant function key is pressed and remote switching (of the scanner/external extension) is done.

○: Operation is enabled when the **[Interrupt]** key is pressed to interrupt the preceding operation.

→: Operation is performed automatically once the preceding operation ends.

✗: The operation must be started once the preceding operation ends. (Simultaneous operations are not possible.)

Mode before you select		Copy	Facsimile				Printer				
			Transmission Operation/Manual Reception Operation		Reception		Print		Scanner		
Mode after you select	Operations for Copying	Operations for Copying				Operations for Scanning				Document Server	
	Stapling	×	×	×	Sort	○	○	○	○	○	○
	Sort	△	→	→	*1	○	○	●	●	●	●
Copy	Operations for Copying	×	×	×	Sort	○	○	●	●	●	●
	Stapling	△	→	→	*1	○	○	●	●	●	●
	Sort	△	→	→	*1	○	○	●	●	●	●
Interrupt Copying	Operations for Copying	○	○	○	×	×	×	△	×	○	○
	Copying	○	○	○	×	×	×	△	×	○	○
	Operations for Copying	○	○	○	×	×	×	△	×	○	○
Facsimile	Transmission Operation/Manual Reception Operation	●	●	●	○	○	×	△	×	●	●
	Transmission	Scanning an original for Memory Transmission	×	×	×	×	×	△	×	○	○
	Reception	Memory Transmission	△	△	△	△	△	△	△	△	△
Printer	Memory Reception	Immediate Transmission	×	×	×	×	×	△	×	△	△
	Printing Received Data	Memory Reception	△	△	△	△	△	△	△	△	△
	Data Reception	Printing Received Data	△	△	△	△	△	△	△	△	△
Scanner	Print	Data Reception	△	△	△	△	△	△	△	△	△
	Stapling	Print	△	→	△	○	○	△	△	△	△
	Scanning	Stapling	△	→	△	○	○	△	△	△	△

Mode before you select		Copy	Facsimile		Printer	Scanner	Document Server	DeskTopBinder Professional/Lite	Web Document Server
			Transmission	Operation					
Document Server	Operations for Document Server	●	●	●	○	○	○	○	○
	Scanning a Document to Store in Document Server	●	×	×	○	○	○	○	○
	Printing from Document Server	●	△	△	○	○	○	○	○
DeskTopBinder Professional/Lite	Printing from Document Server	△	△	△	△	△	△	△	△
	Sending a Facsimile from Document Server	△	△	△	△	△	△	△	△
Web Document Server	Printing	△	△	△	△	△	△	△	△

\*<sup>1</sup> Simultaneous operations are only possible after the preceding job documents are all scanned and the [NextJob] key appears.

\*<sup>2</sup> You can scan a document after the preceding job documents are all scanned.

\*<sup>3</sup> Operation is possible when extra lines are added.

\*<sup>4</sup> During stapling, printing automatically starts after the current job.

\*<sup>5</sup> Stapling is not available.

\*<sup>6</sup> Simultaneous operation become possible after you press the [NextJob] key.

\*<sup>7</sup> During parallel reception, any subsequent job is suspended until the receptions are completed.

## ● Limitation

Stapling cannot be used at the same time for multiple functions.

While printing is in progress, scanning using another function may require more time than usual.



# 3. Document Server

## Relationship between Document Server and Other Functions

The following table describes the relationship between the Document Server and other functions.

function	Where to store documents	Displaying a list	Printing stored documents	Sending documents
Copy	Copy/Document Server	Available	Available	Not Available
Printer	Document Server	Available	Available	Not Available
Facsimile	Facsimile	Available	Available	Available <sup>*1</sup>
Scanner	Scanner	Not Available <sup>*2</sup>	Not Available	Available <sup>*3</sup>

<sup>\*1</sup> You can send stored documents using the facsimile function. See "Sending a Stored File", *Facsimile Reference <Advanced Features>*.

<sup>\*2</sup> You can display stored documents using the scanner function. See "Displaying the List of Stored Files", *Scanner Reference*.

<sup>\*3</sup> You can send stored documents using the scanner function. See "Sending Stored Files by E-mail or Scan to Folder, or Delivering", *Scanner Reference*.

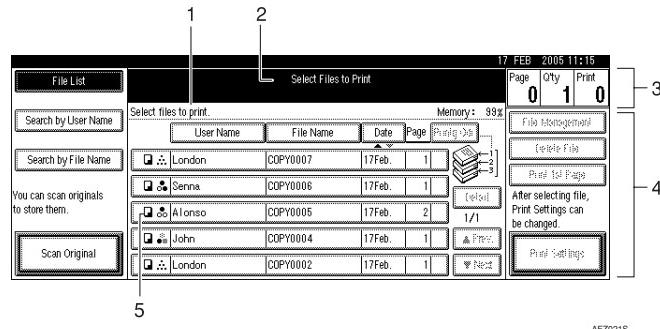
### Note

The following table shows the capacity of the Document Server.

	Number of pages for each file	Number of files	Number of pages in total
Copy			
Printer			
Scanner			
Facsimile	1,000 pages	2,000 files	9,000 pages

## Document Server Display

### ◆ Document Server Main Display



AFZ021S

1. Operating status and messages.
2. The title of the currently selected screen.
3. The numbers of originals, copies, and printed pages.

4. The operation keys
5. The functions under which the documents were stored.

The icons below show the functions active when the documents were stored in the Document Server.

Function	Copier	Facsimile	Printer
Icon			

#### Note

- Depending on the settings of security functions, not all the stored documents may be displayed.

# Using the Document Server

## Storing Data

### ◆ File name

Stored documents are automatically named "COPY0001", "COPY0002". You can change assigned file names.

### ◆ User name

You can register a user name to identify the user or user group that stored the documents. To assign it, you can register the user name using the name assigned to the user code, or by entering the name directly.

#### 🔗 Reference

For details about the user name, see p.71 "Registering Names".

### ◆ Password

You can set a password for stored documents, and use it to prevent others printing them. When a password is set for the documents,  appears next to the documents.

#### 🔗 Reference

To store documents without using Document Server function, see the manuals for those modes.

### ⚠ Important

- Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage resulting from loss of data.
- Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a secure place.

Avoid using a single number or consecutive numbers for a password such as "0000" or "1234", since the numbers like this are easy to guess, so using them will not provide a worthwhile level of security.

A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. To stop this, be sure to press the **[Clear Modes]** key to cancel the document selection.

The user name used when adding a document to the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.

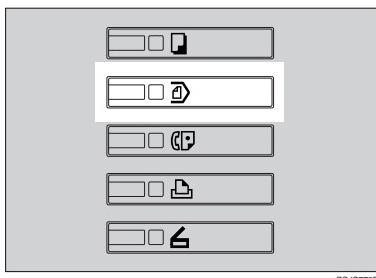
### 📝 Note

By default, data stored in the Document Server is deleted after three days (72 hours). You can specify the time taken for the stored data to be deleted automatically. See p.66 "Auto Delete File".

If you do not want stored data to be automatically deleted, select **[No]** in Auto Delete File before storing a document. If you select **[Yes]** later, data stored afterward will be automatically deleted.

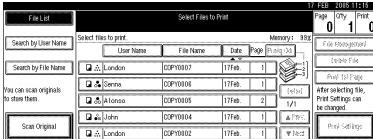
When the machine is printing a document stored using the copier function, wait until printing has finished before you store a document in the Document Server.

## 1 Press the [Document Server] key.



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## 2 Press [Scan Original].



## 3 Enter a user name, file name, or password if necessary.

### Note

- If you do not enter a file name, one is automatically assigned.

### Reference

p.38 "To register or change a user name"

p.39 "To change a file name"

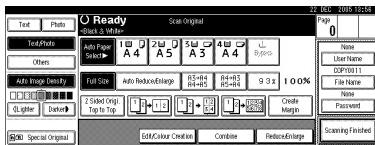
p.40 "To set or change a password"

## 4 Place originals either on the exposure glass or in the ADF.

### Reference

For information about types of originals and how to place them, see "Placing Originals" *Copy Reference*.

## 5 Make any required settings.



### Reference

For details, see *Copy Reference*.

## 6 Press the [Start] key.

The document is stored in the Document Server.

### Note

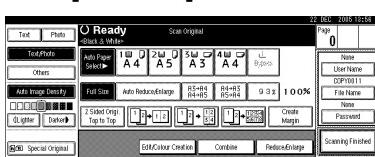
- To stop scanning, press the [Clear/Stop] key. To restart a paused scanning job, press [Continue] in the confirmation display. To delete saved images and cancel the job, press the [Stop] key.
- When a password is set, **1** appears on the left side of the file name.
- If you placed originals on the exposure glass, press [Scanning Finished] after all the originals have been scanned. The Select Files to Print display appears.

## To register or change a user name

## 1 Press [Scan Original].

The Scan Original display appears.

## 2 Press [User Name].



If user names are already registered, the Change User Name display appears. To use an unregistered user name, press [Non-programmed Name].

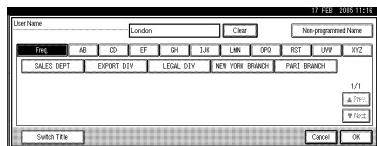
When no user names are registered in the Address Book, the User (Destination) Name entry display appears.

## Reference

p.73 “Authentication Information”

When using a registered user name in the Address Book

- ① Select a registered user name from the list, and then press [OK].



To change your user name to an unregistered user name, proceed to the next step.

## Reference

p.73 “Registering a New User Code”

When using an unregistered user name in the Address Book

- ① To enter an unregistered user name, press [Non-programmed Name].
  - ② Enter a new user name, and then press [OK].

## Reference

### p.157 “Entering Text”

When no user names are registered in the Address Book

- ① Enter a new user name, and then press [OK].



## Reference

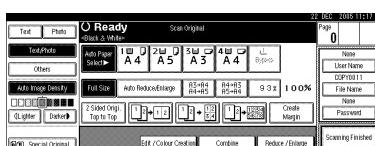
p.157 "Entering Text"

### To change a file name

- ## 1 Press [Scan Original]

The Scan Original display appears.

- 2** Press [File Name].



The Change File Name display appears.

- 3** Press [Delete All] to delete the old file name.

Note

- You can also use **[Backspace]** to delete unnecessary characters.

- 4** Enter a new file name, and then press **[OK]**.

Notes

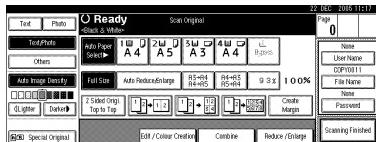
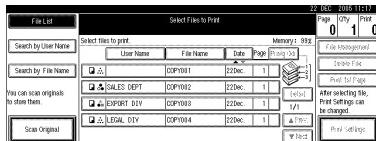
- Up to 20 characters can be entered as a file name. Note that only 16 characters of each file name appear in the document list.

## Reference

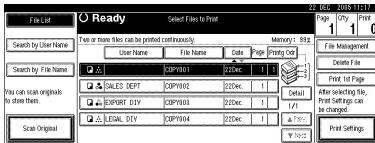
### p.157 “Entering Text”

**To set or change a password****1 Press [Scan Original].**

The Scan Original display appears.

**2 Press [Password].****3 Enter a password using the number keys (four digits), and then press the [#] key.****4 Reenter the password (four digits) for verification, and then press the [#] key.****5 Press [OK].****Changing a Stored Document's File Name, User Name, or Password****1 Press the [Document Server] key.****2 Select the document with the user name, file name, or password you want to change.****Note**

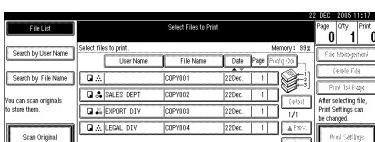
- If a password is already set for the document, enter that password, and then press [OK].

**3 Press [File Management].****4 Press [Change User Name], [Change File Name], or [Change Password].****5 Enter the new user name, file name, or password using the letter keys or number keys and then press [OK].****Reference**

p.38 "To register or change a user name"

p.39 "To change a file name"

p.40 "To set or change a password"

**6 Press [OK].****Selecting a Document****1 Press the [Document Server] key.****2 Select a document you want to print.****Note**

- If a password is already set for the document, enter that password, and then press [OK].
- You can search for the document using [Search by User Name] or [Search by File Name] at the left top of the display. See p.41 "Searching for Stored Documents".

- You can sort document names in the list by user name, file name, or date. To sort documents, press [User Name], [File Name], or [Date].
- If you cannot determine document content from the file name, you can print just the first page of the document for checking purposes. See p.44 "Printing the first page".
- To cancel document selection, press it again.

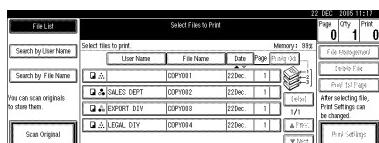
### 3 To print multiple documents, repeat step 2 in the order you want to print.

#### Note

- You can select up to 30 documents.
- If the sizes or resolution of selected documents are not the same, it may not be possible to print them.
- If you want to change the printing order, cancel the selection, and select documents again, this time in the order you want.
- If you press the [Clear Modes] key, selection of all documents will be canceled.
- If you press [Printg Odr], the documents in print order.

## To check the details of stored documents

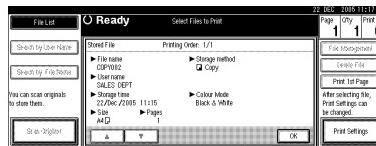
### 1 Select a document to display its detailed information.



#### Note

- If a password is already set for the document, enter that password, and then press [OK].

### 2 Press [Detail].



Detailed information about the document appears.

#### Note

- If you selected several documents, use [ $\blacktriangleleft$ ] and [ $\triangleright$ ] to view the details of each.
- Press [OK]. The Select Files to Print display reappears.

## Searching for Stored Documents

You can use either [Search by File Name] or [Search by User Name] to search for documents stored in the Document Server. You can also list stored documents in a preferred order.

#### Note

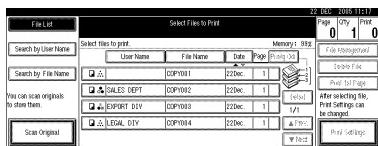
- If you install DeskTopBinder Professional or DeskTopBinder Lite on your computer, you can search for and rearrange documents using your computer.

#### Reference

Manuals for DeskTopBinder Professional/Lite or Help

**To search by file name**

- 1** Press the [Document Server] key.
- 2** Press [Search by File Name].



- 3** Enter the file name using the letter keys, and then press [OK].

Only files beginning with the name entered appear in the Select Files to Print display.

**Reference**

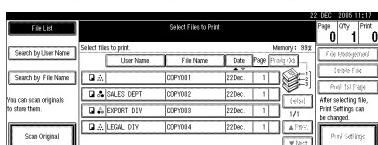
p.157 "Entering Text".

**Note**

- To display all files stored in the Document Server, press [File List].

**To search by user name**

- 1** Press the [Document Server] key.
- 2** Press [Search by User Name].



- 3** To specify a registered user name, select the user name from the displayed list, and then press [OK].

**Note**

- To specify an unregistered user name, follow the procedure below.

- 4** To specify an unregistered user name, press [Non-programmed Name]. Enter a user name, and then press [OK].

**Reference**

p.157 "Entering Text"

- 5** Press [OK].

Only files beginning with the name entered appear in the Select Files to Print display.

**Note**

- To display all files stored in the Document Server, press [File List].

**Printing Stored Documents****Note**

- You can print stored documents from a network computer using a Web browser. For details about how to start the Web browser, see "Using Web Image Monitor", *Network Guide*.

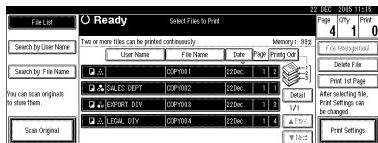
- 1** Select a document you want to print.

**Note**

- If a password is already set for the document, enter that password, and then press [OK].
- You can print multiple documents. See p.40 "Selecting a Document".

## 2 If you need to change print settings, press [Print Settings].

The Print Settings display appears. User names, file names, and print order of documents appear.



### Note

- Print settings made for printing in copier or printer function remain after printing and applied to the next job. Print settings made in facsimile mode, however, do not remain.
- If you select multiple documents, the print settings will remain applied to the first document, but not to other documents.
- Print setting items are listed below. For details about print results of each setting, see *Copy Reference*.

#### ◆ Binding format

- 2 Sided Copy Top to Top
- 2 Sided Copy Top to Bottom
- Magazine
- Book

#### ◆ Cover handling

- Cover/Slip Sheet
- Edit/Stamp

#### ◆ Finish

- Sort
- Rotate Sort
- Stack
- Staple
- Punch

□ If you print more than one set using the Sort function, you can check the print result by printing out only the first set. See p.44 "Sample copy".

□ When multiple documents are printed at the same time, you can combine them into a single set by adjusting the print order.

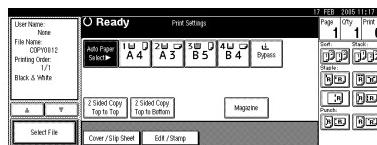
□ When multiple documents are printed at the same time, print settings made for the document printed first are applied to all other documents.

□ If you select multiple files, you can check file names or print order selected in step 1 by scrolling the list using [▼] and [▲].

□ Press [Select File] to return to the Select Files to Print display.

□ The preset stamp function is not available for documents stored in facsimile mode.

## 3 Enter the required number of prints using the number keys



### Note

- Up to 999 can be entered.

## 4 Press the [Start] key.

Printing starts.

## To stop printing

### 1 Press the [Clear/Stop] key.

### 2 Press [Stop].

## Changing the number of copies during printing

### • Limitation

- The number of copies can only be changed when the Sort function is selected in the print settings.

- 1** Press the **[Clear/Stop]** key.
- 2** Press **[Change Quantity]**.
- 3** Enter a new number of copies using the number key.
- 4** Press the **[#]** key.
- 5** Press **[Continue]**.

Printing restarts.

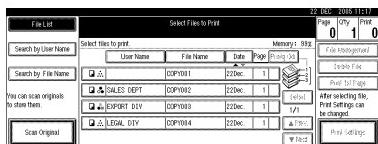
## Sample copy

If you print multiple sets using the Sort function, you can check the print order or print settings are correct by printing only the first set using the **[Sample Copy]** key.

### • Limitation

- This function can only be used when the Sort function is selected.

- 1** Select the document.



### • Note

- If a password is already set for the document, enter that password, and then press **[OK]**.

You can search for the document by using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.41 "Searching for Stored Documents".

- You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- To cancel a document selection, press it again.

- 2** Press the **[Sample Copy]** key.

The first set prints out.

- 3** If the sample is acceptable, press **[Print]**.

### • Note

- Press **[Suspend]** to cancel printing and return to the Print Settings menu to change settings.

## Printing the first page

You can print the first page of the document selected in the Select Files to Print display to check its content.

If more than one document selected, the first page of each is printed.

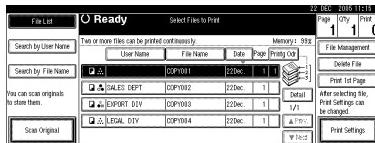
- 1** Select the document.

### • Note

- If a password is already set for the document, enter that password, and then press **[OK]**.
- You can search for the document by using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.41 "Searching for Stored Documents".

- You can sort document names in the list by user name, file name, or date. To sort documents, press [User Name], [File Name], or [Date].
- To cancel a document selection, press it again.

## 2 Press [Print 1st Page].



## 3 Press the [Start] key.

## Deleting Stored Documents

### Important

- You can store up to 2,000 documents in the Document Server. No more documents can be stored when the total is 2,000. You should delete unnecessary documents to increase available memory.

### Note

- You can delete all stored documents at once with User Tools. See p.66 "Delete All Files".
- You can delete stored documents from a network computer using the Web browser. For details about how to start the Web browser, see "Using Web Image Monitor", *Network Guide*.

## 1 Press the [Document Server] key.

## 2 Select the document to delete.

### Note

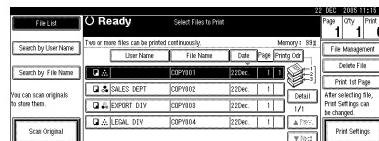
- If a password is already set for the document, enter that password, and then press [OK].

- You can delete multiple documents at once. See p.40 "Selecting a Document".
- You can search for a document by using [Search by User Name] or [Search by File Name] at the left top of the display. See p.41 "Searching for Stored Documents".

- You can sort document names in the list by the user name, file name, or date. To sort documents, press [User Name], [File Name], or [Date].

- If you cannot find the document by name, you can print the first page of a document to check its contents. See p.44 "Printing the first page".
- Press the selected line again to cancel the print job.

## 3 Press [Delete File].



## 4 Press [Delete] to delete the document.

## Viewing Stored Documents Using a Web Browser

### Reference

The Web browser's Help

## 1 Start a Web browser.

## 2 Enter "http:// (IP address of this machine) /" in the [Address] box.

The top page appears on the Web browser.

3

**3 Click [Document Server].**

The Document Server File List appears.

** Note**

- To switch the display format, click [Details], [Thumbnails] or [Icons] from the [Display method] list.

**4 Click the properties button of the document you want to check.**

Information about that document appears.

**5 Check the document's content.**** Note**

- To enlarge the document preview, click [Enlarge Image].

**4 Click the properties button of the document you want to download.****5 Select [PDF], [JPEG], or [Multi-page TIFF] in the [File format] list.**** Note**

- [JPEG] can only be selected for documents stored in scanner mode.
- [Multi-page TIFF] is available when file format converter is installed.
- [Multi-page TIFF] cannot be selected for documents stored in copier or printer mode.

**6 Click [Download].****7 Click [OK].**


---

## Downloading Stored Documents

---

** Note**

- File Format Converter is required when downloading documents stored in copier or printer mode.

**1 Start a Web browser.****2 Enter “http:// (IP address of this machine) /” in the [Address] box.**

The top page appears on the Web browser.

**3 Click [Document Server].**

The Document Server File List appears.

** Note**

- To switch the display format, click [Details], [Thumbnails] or [Icons] from the [Display method] list.

# Settings for the Document Server

- ❖ Copier/Document Server Features (See “General Features P.4/5”, *Copy Reference*.)

Items	Default
General Features	Document Server Storage Key: F1 <i>2 Sided Original Top to Top</i>
	Document Server Storage Key: F2 <i>1 Sided → 1 Sided Combine</i>
	Document Server Storage Key: F3 <i>1 Sided → 1 Sided Combine: 4 originals</i>
	Document Server Storage Key: F4 <i>1 Sided → 1 Sided Combine: 8 originals</i>
	Document Server Storage Key: F5 <i>Create Margin</i>

- ❖ System Settings (See p.53 “General Features”, p.56 “Tray Paper Settings”, p.59 “Timer Settings”, and p.61 “Administrator Tools”.)

Items	Default
General Features	Warm Up Notice <i>On</i>
	Copy Count Display <i>Up</i>
	Output: Document Server <i>Standard Tray</i>
Tray Paper Settings	Paper Tray Priority: Copier <i>Tray 1</i>
	Cover Sheet Tray <i>Off</i>
	Slip Sheet Tray <i>Off</i>
Timer Settings	Copier/Document Server Auto Reset Timer <i>60 seconds</i>
Administrator Tools	Auto Delete File <i>Yes After 3 day(s)</i>
	Delete All Files <i>--</i>



# 4. User Tools (System Settings)

## User Tools Menu (System Settings)

### ❖ Reference

For details about Interface Settings and File Transfer, see “User Tools Menu (System Settings)”, *Network Guide*.

For details about parallel interface, see “System Settings (Parallel Connection)”, *Printer Reference*.

### ❖ General Features (See p.53 “General Features”.)

	Default
Panel Tone	<i>On</i>
Warm Up Notice	<i>On</i>
Copy Count Display	<i>Up</i>
Function Priority	<i>Copier</i>
Print Priority	<i>Display Mode</i>
Function Reset Timer	<i>3 seconds</i>
Output: Copier	<i>Standard Tray</i>
Output: Document Server	<i>Standard Tray</i>
Output: Facsimile	<i>Standard Tray</i>
Output: Printer	<i>Standard Tray</i>
<F/F4>Size Setting	<i>8½"×13"□</i>

◆ **Tray Paper Settings (See p.56 “Tray Paper Settings”.)**

	<b>Default</b>
Paper Tray Priority: Copier	<i>Tray 1</i>
Paper Tray Priority: Facsimile	<i>Tray 1</i>
Paper Tray Priority: Printer	<i>Tray 1</i>
Tray Paper Size: Tray 2	<i>Auto Detect</i>
Tray Paper Size: Tray 3	<i>Auto Detect</i>
Tray Paper Size: Tray 4	<i>Auto Detect</i>
Paper Type: Bypass tray	<i>No Display</i>
Paper Type: Tray 1	<i>No Display :2 Sided Copy : Auto Paper Select On</i>
Paper Type: Tray 2	<i>No Display :2 Sided Copy : Auto Paper Select On</i>
Paper Type: Tray 3	<i>No Display :2 Sided Copy : Auto Paper Select On</i>
Paper Type: Tray 4	<i>No Display :2 Sided Copy : Auto Paper Select On</i>
Cover Sheet Tray	<i>Off</i>
Slip Sheet Tray	<i>Off</i>
Printer Bypass Paper Size	<i>A4</i> <input checked="" type="checkbox"/>

◆ **Timer Settings (See p.59 “Timer Settings”.)**

	<b>Default</b>
Auto Off Timer	Type 1: <i>45 minute(s)</i> Types 2, 3: <i>60 minute(s)</i>
Energy Saver Timer	<i>15 minute(s)</i>
Panel Off Timer	<i>1 minute(s)</i>
System Auto Reset Timer	<i>60 seconds</i>
Copier/Document Server Auto Reset Timer	<i>60 seconds</i>
Facsimile Auto Reset Timer	<i>30 seconds</i>
Printer Auto Reset Timer	<i>60 seconds</i>
Scanner Auto Reset Timer	<i>60 seconds</i>
Set Date	--
Set Time	--
Auto Logout Timer	<i>60 seconds</i>

◆ **Interface Settings**

- For details about network settings, see “User Tools Menu (System Settings)”, *Network Guide*.
- For details about parallel interface, see “System Settings (Parallel Connection)”, *Printer Reference*.

## ◆ File Transfer

- For details about network settings, see “User Tools Menu (System Settings)”, *Network Guide*.

## ◆ Administrator Tools (See p.61 “Administrator Tools”.)

	Default
User Authentication Management	<i>Off</i>
Administrator Authentication Management	<i>Off</i>
Program /Change Administrator	--
Key Counter Management	--
Extended Security	--
Display/Print Counter	--
Display/Clear/Print Counter per User	--
Address Book Management	--
Address Book: Program/Change/Delete Group	--
Address Book: Program/Change/Delete Transfer Request	--
Address Book: Change Order	--
Print Address Book: Destination List	--
Address Book: Edit Title	--
Address Book: Select Title	<i>Title 1</i>
Auto Delete File	<i>Yes After 3 day(s)</i>
Delete All Files	--
Program/Change/Delete LDAP Server	--
Use LDAP Server	<i>Off</i>
AOF (Always ON)	<i>On</i>
Firmware Version	--
Auto Erase Memory Setting	<i>Off</i>
Erase All Memory	--

# Accessing User Tools (System Settings)

This section is for administrators in charge of this machine.

User Tools allow you to change or set defaults.

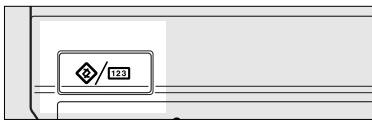
## Note

- Operations for system settings differ from normal operations. Always quit User Tools when you have finished. See p.52 "Exiting User Tools".
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Energy Saver]** or **[Clear Modes]** key is pressed.

4

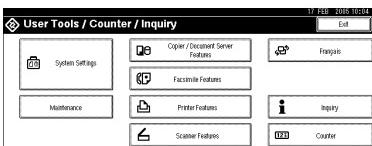
## Changing Default Settings

### 1 Press the **[User Tools/Counter]** key.



ZFLS110E

### 2 Press **[System Settings]**.



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### 3 Select the menu, and then press the appropriate key.

## Reference

p.49 "User Tools Menu (System Settings)"

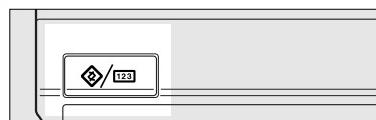
### 4 Change settings by following instructions on the display panel, and then press **[OK]**.

## Note

- To cancel changes made to settings and return to the initial display, press the **[User Tools/Counter]** key.

## Exiting User Tools

### 1 Press the **[User Tools/Counter]** key.



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## Note

- You can also exit User Tools by pressing **[Exit]**.



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# Settings You Can Change with User Tools

## Reference

To access User Tools, see p.52 “Accessing User Tools (System Settings)”.  
4

## General Features

### ◆ Panel Tone

The beeper (key tone) sounds when a key is pressed.

#### Note

Default: *On*

### ◆ Warm Up Notice (copier/Document Server)

You can set the beeper to sound when the machine becomes ready to copy after switching out of Energy Saver mode, or when the power is turned on.

#### Note

If the Panel Tone setting is “OFF”, the beeper does not sound, regardless of the Warm Up Notice setting.

Default: *On*

### ◆ Copy Count Display (copier/Document Server)

The copy counter can be set to show the number of copies made (count up) or the number of copies yet to be made (count down).

#### Note

Default: *Up (count up)*

### ◆ Function Priority

You can specify the mode to be displayed immediately after the operation switch is turned on, or when System Reset mode is turned on.

#### Note

Default: *Copier*

### ◆ Print Priority

Print Priority is given to the mode selected.

## Reference

p.31 “Multi-Access”

#### Note

Default: *Display Mode*

When **[Interleave]** is selected, the current print job will be interrupted after a maximum of five sheets.

- When the left tray, 2 tray finisher, or booklet finisher is installed on the machine, you can specify an output tray for each document to be delivered. For details about how to specify an output tray for each function, see the following sections:
- p.54 “Output: Copier (copier)”
  - p.55 “Output: Document Server (Document Server)”
  - p.55 “Output: Facsimile (facsimile)”
  - p.55 “Output: Printer (printer)”

#### ◆ Function Reset Timer

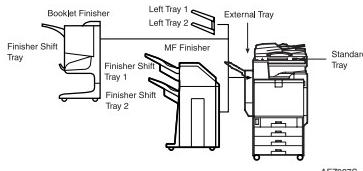
You can set the length of time the machine waits before changing modes when using the multi-access function (see p.31 “Multi-Access”). This is useful if you are making many copies and have to change settings for each copy. If you set a longer reset period, you can prevent interruption from other functions.

#### Note

- Default: 3 seconds
- The Function Reset Timer setting is ignored if [Interleave] is set for Print Priority (see p.53 “Print Priority”).
- When you select [Set Time], enter the time (3–30 seconds, in 1 second increments) using the number keys

#### ◆ Output: Copier (copier)

You can specify a tray to which documents are delivered.



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- Standard Tray
- External Tray
- Finisher Shift Tray
- Finisher Shift Tray 1
- Finisher Shift Tray 2
- Left tray 1
- Left tray 2

#### Note

- Default: Standard Tray
- Paper will be delivered to the standard tray when making a 2 Sided copy, even if you have specified the external tray.

- Paper will be delivered to the external tray when copying onto OHP transparencies, thick paper, thick paper (back side) or 12" × 18" paper from the bypass tray, even if you have specified not to use the external tray as the output tray.
- The left tray cannot be used as the output tray for duplex printing.

#### ◆ Output: Document Server (Document Server)

You can specify the tray to which documents are delivered.

##### Note

- Default: *Standard Tray*
- For details about output trays, see p.54 "Output: Copier (copier)".
- The left tray cannot be used as the output tray for duplex printing.

#### ◆ Output: Facsimile (facsimile)

You can specify the tray to which documents are delivered.

##### Note

- Default: *Standard Tray*
- For details about output trays, see p.54 "Output: Copier (copier)".
- The left tray cannot be used as the output tray for duplex printing.
- If you specify the left tray as the output tray when printing, prints are delivered printed side up.

#### ◆ Output: Printer (printer)

You can specify the tray to which documents are delivered.

##### Note

- Default: *Standard Tray*
- The output trays set on the printer driver have priority over the output tray specified above.
- You cannot use the external tray as the output tray when making a 2 Sided copy.
- For details about output trays, see p.54 "Output: Copier (copier)".
- The left tray cannot be used as the output tray for duplex printing.

#### ◆ <F/F4>Size Setting

Currently three types of F size are available: 8<sup>1</sup>/<sub>2</sub>"×13", 8<sup>1</sup>/<sub>4</sub>"×13" and 8"×13". The ADF or exposure glass cover sensor cannot distinguish these three types of originals. This function sets the F size from the ADF or exposure glass cover sensor. Auto Paper Select or Auto Reduce/Enlarge can be used for F size originals based on this setting.

##### Note

- Default: 8<sup>1</sup>/<sub>2</sub>"×13"

## Output tray settings

---

### ◆ Limitation

- You cannot interrupt the current stapling job even if a stapling job is specified by a different function.
  - When the 2 tray Finisher or booklet finisher is installed and stapling or shift-sorting is specified for a job, the job will be delivered to the finisher shift tray, finisher shift tray 1 or finisher shift tray 2 regardless of the output tray specified.
  - If you use the bypass tray as the input tray, you cannot use the finisher output tray, left tray 1 or left tray 2 as output trays.
- 

## Tray Paper Settings

---

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### ◆ Paper Tray Priority: Copier (copier/Document Server)

You can specify the tray to supply paper for output.

#### ◆ Note

- Default: *Tray 1*
- When optional paper tray unit is installed, "Tray3" and "Tray4" is displayed.
- When optional LCT is installed, "LCT" is displayed.

### ◆ Paper Tray Priority: Facsimile (facsimile)

You can specify the tray to supply paper for output.

#### ◆ Note

- Default: *Tray 1*
- When optional paper tray unit is installed, "Tray3" and "Tray4" is displayed.
- When optional LCT is installed, "LCT" is displayed.

### ◆ Paper Tray Priority: Printer (printer)

You can specify the tray to supply paper for output.

#### ◆ Note

- Default: *Tray 1*
- When optional paper tray unit is installed, "Tray3" and "Tray4" is displayed.
- When optional LCT is installed, "LCT" is displayed.

### ◆ Tray Paper Size:Tray 2-4

Select the size of the paper loaded in the paper tray.

#### ◆ Note

- Tray 1 uses A4 paper exclusively. You cannot specify any other paper size.

◆ The paper sizes you can set for trays are as follows:

- Auto Detect, A3□, B4 JIS□, A4□, A4□, A5□
- 11"×17"□, 8<sup>1</sup>/<sub>2</sub>"×14"□, 8<sup>1</sup>/<sub>2</sub>"×11"□, 8<sup>1</sup>/<sub>2</sub>"×11"□, 8"×13"□, 8<sup>1</sup>/<sub>2</sub>"×13"□, 8<sup>1</sup>/<sub>4</sub>"×13"□, 7<sup>1</sup>/<sub>4</sub>"×10<sup>1</sup>/<sub>2</sub>"□

 **Important**

- If the specified paper size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size was not detected.

 **Note**

- The paper guide for the optional LCT is fixed for A4□, 8<sup>1</sup>/<sub>2</sub>"×11"□ size paper. Contact your service representative if you need to change the paper size.

Default:

- Tray 2: *Auto Detect*
- Tray 3: *Auto Detect*
- Tray 4: *Auto Detect*

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 **Reference**

p.126 "Changing the Paper Size"

◆ **Paper Type: Bypass tray**

Sets the display so you can see what type of paper is loaded in the bypass tray.

◆ The paper types you can set for the bypass tray are as follows:

- No Display, Recycled Paper, Special Paper, Colour Paper, Letterhead, Preprinted Paper, Thick Paper, OHP, Plain: Dup.Back, Thick: Dup.Back

 **Note**

- Default: *No Display*

◆ **Paper Type: Tray 1–4**

Sets the display so you can see what type of paper is loaded in each paper tray. The print function uses this information to automatically select the paper tray.

◆ The paper types you can set for trays are as follows:

- No Display, Recycled Paper, Special Paper, Colour Paper, Letterhead, Preprinted Paper

 **Note**

Default:

- Paper Type: *No Display*
- Copying Method in Duplex: *2 Sided Copy*
- Apply Auto Paper Select: *Yes*

- When paper of the same type and size is loaded in two different paper trays and you want to specify tray for 2 Sided Copy and tray for 1 Sided Copy, specify the upper tray for 2 Sided Copy. If one of the trays is specified as the default in Paper Tray Priority, assign 2 Sided Copy to that tray.
- A  mark appears next to the paper tray if [**No**] is selected in Auto Paper Select.

#### **Limitation**

- [**Auto Paper Select**] can only be selected for the copier function if [**No Display**] and [**Recycled Paper**] are selected. If [**No**] is selected, Auto Paper Select is not valid for the tray.

#### **Cover Sheet Tray**

Allows you to specify and display the paper tray that is setting cover sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

##### **Note**

- Default:
  - Tray to Program: *Off*
- Functions using the cover sheet tray setting are the front cover function and front/back cover function.
- When [**At Mode Selected**] is selected, cover sheet tray settings only appear when the cover function or slip sheet function is selected.
- When [**Full Time**] is selected, the cover sheet tray is always displayed.
- You can set Copying Method in Duplex only when [**At Mode Selected**] is selected.

##### **Reference**

*"Covers", Copy Reference*

#### **Slip Sheet Tray**

Allows you to specify and display the paper tray that will be inserting slip sheets. After selecting the paper tray, you can also specify the display timing and copy method.

##### **Note**

- Default:
  - Tray to Program: *Off*
- When [**At Mode Selected**] is selected, slip sheet tray settings only appear when the cover function or slip sheet function is selected.

##### **Reference**

*"Slip Sheets", Copy Reference*

## ◆ Printer Bypass Paper Size

You can specify the size of the paper in the bypass tray when printing data from the computer.

- The paper types you can set for trays are as follows:

A3□, A4□, A4□, A5□, A5□, A6□, B4 JIS□, B5 JIS□, B5 JIS□, B6 JIS□, C5 Env□, C6 Env□, DL Env□, 12×18□, 11×17□, 8<sup>1</sup>/<sub>2</sub>×14□, 8<sup>1</sup>/<sub>2</sub>×13□, 8<sup>1</sup>/<sub>2</sub>×11□, 8<sup>1</sup>/<sub>2</sub>×11□, 8<sup>1</sup>/<sub>4</sub>×13□, 8×13□, 7<sup>1</sup>/<sub>4</sub>×10<sup>1</sup>/<sub>2</sub>□, 7<sup>1</sup>/<sub>4</sub>×10<sup>1</sup>/<sub>2</sub>□, 5<sup>1</sup>/<sub>2</sub>×8<sup>1</sup>/<sub>2</sub>□, 4<sup>1</sup>/<sub>8</sub>×9<sup>1</sup>/<sub>2</sub>□, 3<sup>7</sup>/<sub>8</sub>×7<sup>1</sup>/<sub>2</sub>□, 8K□, 16K□, 16K□

### Note

- Default: A4□
- You can specify a custom size of between 100.0 and 139.7 mm (4.0"-5.5") vertically, and between 457.2 and 600.0 mm (18.0"-23.7) horizontally.

## Timer Settings

### ◆ Auto Off Timer

After a specified time has elapsed following job completion, the machine automatically turns off in order to conserve energy. This function is called "Auto Off". The machine status after the Auto Off operation is referred to as "Sleep mode". For the Auto Off Timer, specify the time to elapse before Auto Off.

### Note

- Default: 45 minute(s) for Type 1, 60 minute(s) for Types 2 and 3
- Enter a time interval between 10 seconds and 240 minutes, using the number keys
- From "Sleep mode", the machine is ready to use within 101 seconds.
- Auto Off may not work when error messages appear.

### ◆ Energy Saver Timer

Set the amount of time the machine waits before switching to lower-power mode after copying has finished or the last operation is performed.

The time can be set from 1 minute to 240 minutes using the number keys.

### Note

- Default: 15 minute(s)

### ◆ Panel Off Timer

Set the amount of time the machine waits before switching the panel off after copying has finished or the last operation is performed.

### Note

- The warm up time for making a copy from standby mode is 3 seconds for Panel off Level 1 and 15 seconds for Panel off Level 2.
- Default: 1 minute(s)
- Enter a time interval between 10 seconds and 240 minutes, using the number keys.

## ◆ System Auto Reset Timer

The System Reset setting automatically switches the screen to that of the function set in Function Priority, when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval. See p.53 "Function Priority".

### Note

- Default: *On, 60 seconds*
- The time can be set from 10 to 999 seconds, using the number keys

## ◆ Copier/Document Server Auto Reset Timer (copier/Document Server)

Specifies the time to elapse before copier and Document Server modes reset.

### Note

- If [Off] is selected, the machine does not automatically switch to the user code entry screen.
- Default: *On, 60 Seconds*
- The time can be set from 10 to 999 seconds, using the number keys.

## ◆ Facsimile Auto Reset Timer (facsimile)

Specifies the time to elapse before the facsimile mode resets.

### Note

- Default: *On, 30 seconds*
- The time can be set from 30 to 999 seconds, using the number keys.

## ◆ Printer Auto Reset Timer (printer)

Specifies the time to elapse before the printer function resets.

### Note

- Default: *On, 60 seconds*
- If [Off] is selected, the machine does not automatically switch to the user code entry screen.
- The time can be set from 10 to 999 seconds, using the number keys.

## ◆ Scanner Auto Reset Timer (scanner)

Specifies the time to elapse before the scanner function resets.

### Note

- If [Off] is selected, the machine does not automatically switch to the user code entry screen.
- Default: *On, 60 seconds*
- The time can be set from 10 to 999 seconds, using the number keys.

## ◆ Set Date

Set the date for the copier's internal clock using the number keys.

### Note

- To change between year, month, and day, press [ $\leftarrow$ ] and [ $\rightarrow$ ].

## ◆ Set Time

Set the time for the copier's internal clock using the number keys.

### Note

- To change between hours, minutes and seconds, press [ $\leftarrow$ ] and [ $\rightarrow$ ].
- Enter the time using the 24-hour format (in 1 second increments).

## ◆ Auto Logout Timer

You can specify whether or not to automatically log out a user when the user does not operate the machine for a specified period of time after logging in.

### Note

- Default: *On, 60 seconds*
- When [On] is selected, the time can be set from 10 to 999 seconds, in one second increments, using the number keys.

## Administrator Tools

Administrator Tools are used by the administrator. To change these settings, contact the administrator.

We recommend specifying Administrator Authentication before making Administrator Tools settings.

See *Security Reference*.

## ◆ User Authentication Management

### • User Code Authentication

Allows you to control who uses the machine by setting codes for users. User codes must be registered for User Code Authentication.

### Note

- If User Code Authentication has been specified, Auto Colour Selection cannot be used.
- By using "PC Control" for the printer, you can keep a print log for each user code entered from the driver.

### Reference

For details about Basic Authentication, Windows Authentication, and LDAP Authentication, see *Security Reference*.

## ◆ Administrator Authentication Management

See *Security Reference*.

## ◆ Program/ Change Administrator

See *Security Reference*.

## ◆ Key Counter Management

You can specify that functions that you want to manage with the key counter.

## ❖ Extended Security

You can specify whether or not to use the extended security functions. For details about the extended security functions, see *Security Reference*.

## ❖ Display/Print Counter

Allows you to view and print the various counters.

- Display/Print Counter

Displays counters for each functions (Total, Copier, Facsimile, Printer, A3/DLT, Duplex, Staple).

- Print Counter List

Prints out a list of counters for each functions.

- To print the counter list

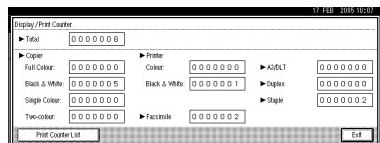
- ① Press the **【User Tools/Counter】** key.

- ② Press **[System Settings]**.

- ③ Press **[Administrator Tools]**.

- ④ Press **[Display / Print Counter]**.

- ⑤ Press **[Print Counter List]**.



- ⑥ Press the **【Start】** key.

- ⑦ Press **[Exit]**.

## ❖ Display/Clear/Print Counter per User

Allows you to view and print the various counters accessed with users and to set the values to 0.

### Note

- Press **[▲Prev.]** and **[▼Next]** to show all counters.

- Print Counter for All Users

Prints the counter values for all the users.

- Clear Counter for All Users

Sets the counter value for all the users.

- Print Counter per User

Prints the counter values for each user.

- Clear Counter per User

Sets the counter value for each user.

### Note

- To print a list for each user, see p.75 "Printing the Counter for Each User Code".

## ◆ Address Book Management

You can add, change or delete information registered in the Address Book. For details, see p.68 "Address Book".

- **[Program / Change]**

You can register and change names as well as user codes.

- Names

You can register a name, key display, registration number, and title selection.

- Auth. Info

You can register a user code, and specify the functions available to each user code. You can also register user names and passwords to be used when sending e-mail, sending files to folders, or accessing an LDAP server.

- Protection

You can register a protection code.

- Fax Dest.

You can register a fax number, international TX mode, fax header, label insertion, IP-Fax destination, and protocol.

- E-mail

You can register an e-mail address.

- Folder

You can register the protocol, path, user name, password, port number, and server name.

- Add to Group

You can put names registered in the Address Book into a group.

- **[Delete]**

You can delete a name from the Address Book.

 **Note**

You can register up to 2,000 names.

You can register up to 500 user codes.

You can also register user codes from SmartDeviceMonitor for Admin.

## ◆ Address Book: Program/Change/Delete Group

Names registered in the Address Book can be added into a group.

You can then easily manage the names registered in each group. For details, see p.94 "Registering Names to a Group".

- **[Program / Change]**

You can register new groups, or changes a group name, key display, title selection or registration number.

- **[Delete]**

You can delete a group.

 **Note**

You can register up to 500 groups.

You can also group users using a Web browser. For more information, see the Web Browser help.

## ◆ Address Book: Program / Change / Delete Transfer Request

You can register fax destinations for the Transfer Request function in facsimile mode.

For details about operations, see p.101 "Registering the Transfer Request".

- [Program / Change]

This registers new transfer requests and receiving stations, or changes the transfer request name, key name, title selection, registration number, fax destination, IP-Fax destination, or e-mail address.

- [Delete]

Deletes a transfer request.

 **Note**

You can register up to 10 transfer requests.

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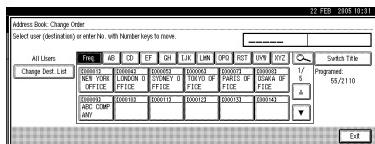
## ◆ Address Book: Change Order

You can change the order of the names in the Address Book.

 **Note**

You can rearrange the order of items that are on the same page, but you cannot move the items to another page. For example, you cannot move an item from "PLANNING" ([OPQ]) to "DAILY" ([CD]).

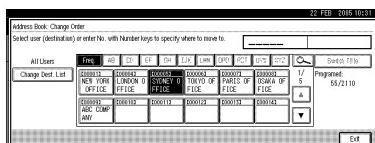
- ① Press the **[User Tools/Counter]** key.
- ② Press **[System Settings]**.
- ③ Press **[Administrator Tools]**, and then press **[▼Next]**.
- ④ Press **[Address Book: Change Order]**.
- ⑤ Press the name key to be moved.



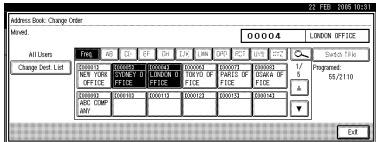
 **Note**

You can also select a name using the number keys

- ⑥ Press the name key in the place that you want to move to.



The name selected in step ⑤ moves to the place selected in step ⑥, and the keys for other names will be shifted accordingly.



### Note

- You can also select a name using the number keys

## ❖ Print Address Book: Destination List

You can print the list of names registered in the Address Book.

4

- Print in Title 1 Order  
Prints a list of the names according to the order in Title 1.
  - Print in Title 2 Order  
Prints a list of the names according to the order in Title 2.
  - Print in Title 3 Order  
Prints a list of the names according to the order in Title 3.
  - Print Group Dial List  
Prints a list of the groups registered.
- ① Select the print format.
  - ② To print on two-sided pages, select [Print on 2 Sides].
  - ③ Press the **[Start]** key.  
The list is printed.

## ❖ Address Book: Edit Title

You can edit the title to locate the desired user easily.

- ① Press the **[User Tools/Counter]** key.
- ② Press **[System Settings]**.
- ③ Press **[Administrator Tools]**, and then press **[▼Next]**.
- ④ Press **[Address Book: Edit Title]**.
- ⑤ Press the title key to be changed.



- ⑥ Enter the new name, and then press **[OK]**.
- ⑦ Press **[OK]**.

◆ **Address Book: Select Title**

You can specify the title to select a name.

 **Note**

- Default: *Title 1*

◆ **Auto Delete File**

You can specify whether documents stored in the Document Server will or will not be deleted after a specified period of time.

 **Note**

- Default: Yes *After 3 day(s)*
- If you select [**Yes**], documents stored subsequently will be deleted.
- If you select [**No**], documents will not be deleted automatically.
- If you select [**Yes**], enter a number of days in the range of 1 - 180.
- The default setting is three days, which means documents will be deleted three days (72 hours) after they have been stored.

4

◆ **Delete All Files**

All documents stored in Document Server will be deleted.

 **Note**

- Even if a password has been set, all documents will be deleted.
- A confirmation dialog box will appear. To delete all documents, select [**Yes**].

◆ **Program/Change/Delete LDAP Server**

See "Program/Change/Delete LDAP Server", *Network Guide*.

◆ **Use LDAP Server**

You can specify whether or not to use the LDAP server.

 **Note**

- Default: *Off*
- When Use LDAP Server is set to Off, [**Search LDAP**] will not appear on the searching display.

◆ **AOF (Always On)**

Specify whether or not to use Auto Off function.

 **Note**

- Default: *On*
- For details about this function, contact your service representative.

◆ **Firmware Version**

You can check the version of the softwares installed in this machine.

### ◆ Auto Erase Memory Setting

When the optional DataOverwriteSecurity Unit is installed, you can specify if data is to be automatically deleted after a job is completed.

#### Note

- Default: *Off*
- You can also specify the method of overwriting.

#### Reference

See the manual for DataOverwriteSecurity Unit.

### ◆ Erase All Memory

When the optional DataOverwriteSecurity Unit is installed, you can erase all the data stored in the hard disk drive of the machine.

#### Reference

See the manual for DataOverwriteSecurity Unit.

# Address Book

Registering information such as the names of users and their e-mail addresses in the Address Book allows you to manage them easily.

## Important

- Address Book data is stored on the hard disk. It can be lost if there is some kind of hard disk failure. The manufacturer shall not be responsible for any damages resulting data loss.

4

## Note

- You can also use a Web browser to register names in the Address Book. With SmartDeviceMonitor for Admin, you can register multiple names at the same time.
- Using [Address Management Tool] in SmartDeviceMonitor for Admin, you can backup Address Book data. We recommend backing up Address Book data.

## Reference

For details about using a Web browser, see the Web browser Help.

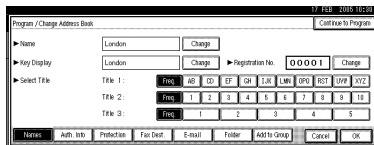
For details about SmartDeviceMonitor for Admin and how to install it, see *Printer Reference*.

For operating instructions, see SmartDeviceMonitor for Admin Help.

You can register and manage the following items in the Address Book:

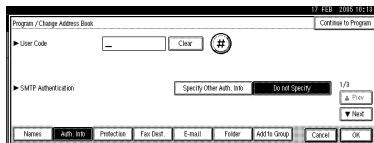
### ◆ Name

You can register the name of the user and the key display. This is the basic information required for managing users of the machine.



### ◆ Authentication Information

You can register user codes in order to restrict particular functions to certain users, and to check their use of each function. You can also register login user names and login passwords to be used when sending e-mail, sending to folders, or accessing an LDAP server.

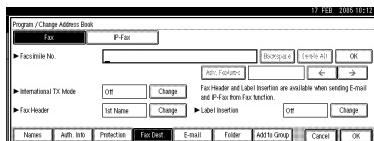


### ◆ Fax Dest.

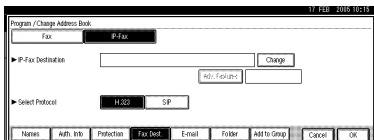
You can register fax numbers, line, fax header and select label insertion.

When using IP-Fax, you can register the IP-Fax destination and select the protocol.

- Fax Destination

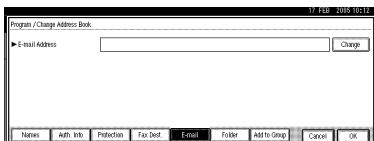


- IP-Fax Destination



### ◆ E-mail

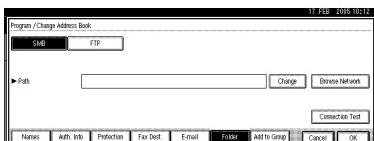
You can register e-mail destinations in the Address Book.



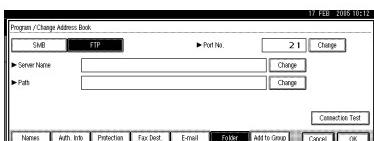
### ◆ Folder

You can register the protocol, path name and server name.

- SMB



- FTP



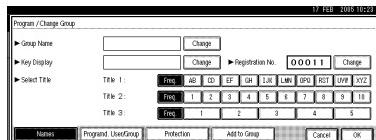
### ◆ Protection

You can set protection codes to stop sender's name from being used or folders from being accessed without authorization.



### ◆ Add to Group

You can put registered e-mail and folder destinations into a group for easier management.



## Managing names in the Address Book

By registering a name and key display beforehand, you can specify e-mail and folder destinations simply by selecting the name key.

See p.71 "Registering Names".

## Sending fax by Quick Dial

Register a fax number in the Address Book so you can specify it simply by selecting the fax destination, shown on the fax initial display when sending a fax. When label insertion is set to "ON", the receiver's name and standard messages are printed on the fax message when it is received at the other end.

By registering IP-Fax destinations in the Address Book, you can specify a destination simply by selecting it from the destinations that appear in the initial fax display.

See p.77 "Fax Destination".

## Sending e-mail by Quick Dial

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By registering e-mail addresses in the Address Book, you can specify e-mail destinations simply by selecting them from the fax initial display when sending a document by internet fax.

You can also specify an e-mail address by selecting the destination shown on the initial scanner display when sending a document using the scanner function.

A registered e-mail address can be used as the sender's address, and the sender's address are automatically entered in the "From" field of an e-mail header.

See p.84 "E-mail Destination".

## Sending scanned files to a shared folder directly

---

After registering the path name, user name and password, you can connect to a shared folder simply by selecting the destination shown on the initial scanner display whenever sending files using the scanner function to a shared folder.

To share the folder using Windows, select the SMB protocol.

To register the folder to the FTP server, select the FTP protocol.

See p.87 "Registering Folders".

## Preventing unauthorized user access to shared folders from the machine

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After registering a protection code, you can specify the object of protection to prevent an e-mail destination from being used without permission.

You can prevent unauthorized access to registered folders. See p.99 "Registering a Protection Code".

## Managing users and machine usage

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Register user codes to limit users to the following functions and check their use of each function:

- Copier
- Document Server
- Facsimile
- Scanner
- Printer

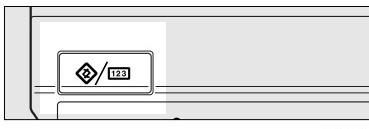
See p.73 "Authentication Information".

# Registering Names

The user name is useful for selecting a destination when sending faxes or e-mail. You can also use it as a folder destination.

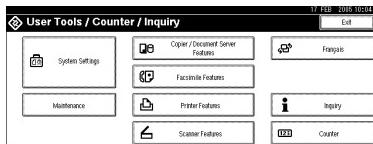
## Registering a Name

- 1 Press the **[User Tools/Counter]** key.



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- 2 Press **[System Settings]**.



- 3 Press **[Administrator Tools]**, and then press **[▼Next]**.

- 4 Press **[Address Book Management]**.

- 5 Press **[New Program]**.

- 6 Press **[Change]** on the right of the Name.

The name entry display appears.

- 7 Enter the name, and then press **[OK]**.

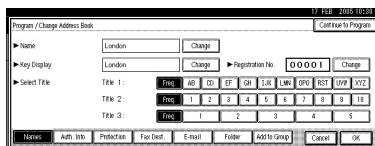
### Note

- The name can be used for documents in the Document Server. For details about the Document Server, see p.37 "Using the Document Server".

### Reference

p.157 "Entering Text"

- 8 Press the key for the classification you want to use under **Select Title**.



### Note

- The keys you can select are as follows:

- [Freq.]**... Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]**... Added to the list of items in the selected title.

- You can select **[Freq.]** and one more page for each title.

- 9 To continue registering the name, press **[Continue to Program]**, and then repeat the procedure from step **6**.

- 10 Press **[OK]**.

- 11 Press **[Exit]**.

- 12 Press the **[User Tools/Counter]** key.

## Changing a Registered Name

- 1 Press the **[User Tools/Counter]** key.

- 2 Press **[System Settings]**.

- 3 Press **[Administrator Tools]**, and then press **[▼Next]**.

- 4 Press **[Address Book Management]**.

**5** Select the registered name you want to change.

Press the name key, or enter the registered number using the number keys

 **Note**

- If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

**4** To change the name or key display

**1** Press [Change] on the right of the name or key display.

**2** Enter the name or key display, and then press [OK].

 **Reference**

p.157 "Entering Text"

To change the title

**1** Press the key for the classification you want to use from Select Title.

**6** Press [OK].

**7** Press [Exit].

**8** Press the **[User Tools/Counter]** key.

## Deleting a Registered Name

If you delete a name, data associated with that name, such as e-mail addresses, fax number, and folder name, is also deleted.

**1** Press the **[User Tools/Counter]** key.

**2** Press **[System Settings]**.

**3** Press **[Administrator Tools]**, and then press **[▼Next]**.

**4** Press **[Address Book Management]**.

**5** Press **[Delete]**.

**6** Select the name you want to delete.

Press the key, or enter the registered number using the number keys

**7** Press **[Yes]**.

**8** Press **[Exit]**.

**9** Press the **[User Tools/Counter]** key.

# Authentication Information

Register user codes to limit users to the following functions and check their use of each function:

- Copier
- Document Server
- Facsimile
- Scanner
- Printer

## Note

- The number of copies made of documents stored in the Document Server using the facsimile function is counted for each user code. This allows you to check each user's usage.
- The number of copies scanned using the scanner function is counted for each user code. This allows you to check each user's usage.
- To automatically register the printer driver user code, select [PC Control] for the printer in User Code Authentication. To use the user code set in User Tools, select [Black & White] or [Colour]. Set the user codes registered in User Tools for the printer driver. See p.61 "User Authentication Management".

## Reference

For details about setting user codes for the printer driver, see *Printer Reference* or the printer driver Help.

## Important

- The functions associated with each user code are the same. If you change or delete user codes, management data and limits associated with that code become invalid.

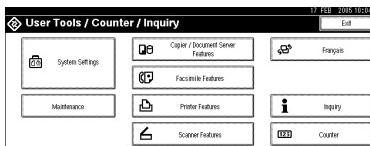
## Registering a New User Code

- 1** Press the **[User Tools/Counter]** key.



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- 2** Press **[System Settings]**.



- 3** Press **[Administrator Tools]**, and then press **[▼Next]**.

- 4** Press **[Address Book Management]**.

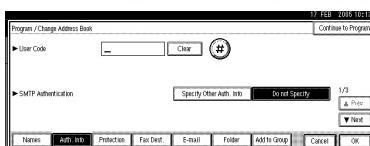
- 5** Press the name whose code is to be registered, or enter the registered number using the number key.

## Note

- To register the name, see p.71 "Registering a Name".

- 6** Press **[Auth. Info]**.

- 7** Enter the user code using the number keys, and then press **[#]**.

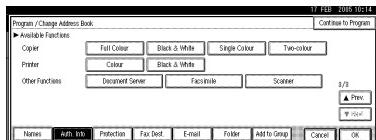


## Note

- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key, and then enter the code again.

**8** Press [**▼Next**] twice.

**9** Select the functions to be used with the user code from Available Functions.



**10** Press [OK].

**Note**

- To continue registering user codes, repeat the procedure from step **5**.

**4**

**11** Press [**Exit**].

**12** Press the **[User Tools/Counter]** key.

## Changing a User Code

**Note**

- Even if you change a user code, the counter value will not be cleared.

**1** Press the **[User Tools/Counter]** key.

**2** Press **[System Settings]**.

**3** Press **[Administrator Tools]**, and then press [**▼Next**].

**4** Press **[Address Book Management]**.

**5** Select the user whose user code you want to change.

Press the name key, or enter the registered number using the number keys.

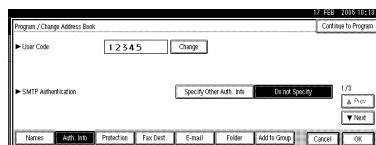
**Note**

- If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

- To change the name, key display and title, see p.71 "Changing a Registered Name".

**6** Press **[Auth. Info]**.

**7** Press **[Change]**, and then enter the new user code using the number keys



**8** Press [**#**].

## To change the available functions

**1** Press [**▼Next**] twice.

**2** Press the key to select the functions to enable them.

**Note**

- Press the key to highlight it, and then the function is enabled. To cancel a selection, press the highlighted key.

**9** Press [OK].

**10** Press [**Exit**].

**11** Press the **[User Tools/Counter]** key.

## Deleting a User Code

**Note**

- After clearing the user code, the counter is automatically cleared.
- To delete a name from the Address Book entirely, see p.72 "Deleting a Registered Name".

**1** Press the **[User Tools/Counter]** key.

**2** Press **[System Settings]**.

**3** Press [Administrator Tools], and then press [**▼Next**].

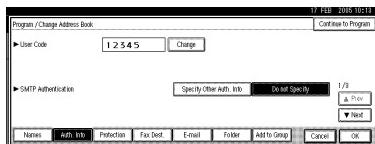
**4** Press [Address Book Management].

**5** Select the name whose code is to be deleted.

Press the name key, or enter the registered number using the number keys.

**6** Press [Auth. Info].

**7** Press [Change] to delete the user code, and then press [#].



**8** Press [OK].

**9** Press [Exit].

**10** Press the [User Tools/Counter] key.

## Displaying the Counter for Each User Code

**1** Press the [User Tools/Counter] key.

**2** Press [System Settings].

**3** Press [Administrator Tools].

**4** Press [Display / Clear / Print Counter per User].

**5** Select [Copy Counter], [Print Counter], [Transmission Counter] or [Scanner Counter].

Counters for individual function usage under each user code appear.

## Printing the Counter for Each User Code

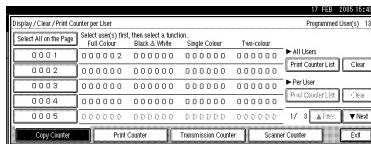
**1** Press the [User Tools/Counter] key.

**2** Press [System Settings].

**3** Press [Administrator Tools].

**4** Press [Display / Clear / Print Counter per User].

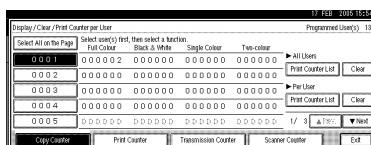
**5** Select a user code from the left side of the display.



### Note

□ Press [Select All on the Page] to select all user codes on the page.

**6** Press [Print Counter List] under Per User.



### Note

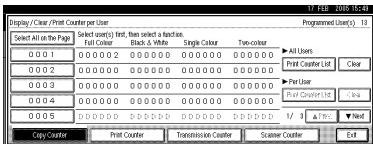
□ Enter the user code, and then press [#] if the user code is registered.

**7** Select the function usage you want to print from [Copy Counter], [Print Counter], [Transmission Counter], and [Scanner Counter].

**8** Press [Print].

To print the number of prints for all user codes

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Administrator Tools]**.
- 4** Press **[Display / Clear / Print Counter per User]**.
- 5** Press **[Print Counter List]** under All Users.



#### Note

- Enter the user code, and then press **[#]** if the user code is registered.

- 6** Select the function usage you want to print from **[Copy Counter]**, **[Print Counter]**, **[Transmission Counter]**, and **[Scanner Counter]**.

- 7** Press **[Print]**.

## Clearing the Number of Prints

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Administrator Tools]**.
- 4** Press **[Display / Clear / Print Counter per User]**.

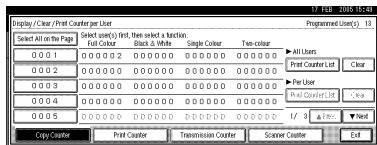
## **5** Select the user code to clear.

To clear the number of prints made under a user code

- 1** Select the user code from the left side of the display.
- Note**  
 Press **[Select All on the Page]** to select all user codes on the page.
- 2** Press **[Clear]** under Per User.
- 3** Select the function usage you want to clear from **[Copy Counter]**, **[Print Counter]**, **[Transmission Counter]**, and **[Scanner Counter]**.
- 4** Press **[OK]**.

To clear the number of prints for all user codes

- 1** Press **[Clear]** under All Users.



- 2** Select the function usage you want to clear from **[Copy Counter]**, **[Print Counter]**, **[Transmission Counter]**, and **[Scanner Counter]**.

- 3** Press **[OK]**.
- 6** Press **[Exit]**.
- 7** Press the **[User Tools/Counter]** key.

# Fax Destination

Register a fax destination so you do not need to enter fax numbers each time, and can send documents that have been scanned in using the facsimile function.

- It is easy to select the fax destination if you register a "User (Destination) Name" and "Key Display" for the fax destination.
- You can register the fax destinations by selecting them from redial function.
- You can register fax destinations as a group.

There are two types of fax destination, as shown below:

- Fax Destination  
Select this to send the fax over the telephone network.
- IP-Fax  
Select this to send the fax to a machine on a TCP/IP network.

## ◆ Limitation

- You cannot send the fax to a machine on another network if that network is behind a firewall.

## ◆ Fax Destination

You can program the following items in a fax destination:

- Fax number  
Registers the destination's fax number. You can enter a fax number using up to 128 digits. You must include every digit in the number.

### • SUB Code

Registering a SUB Code allows you to use Confidential Transmission to send messages to the other fax machines that support a similar function called "SUB Code". See "SUB Code", *Facsimile Reference <Advanced Features>*.

### • SEP Code

Registering a SEP Code allows you to use Polling Reception to receive faxes from the other fax machines that support Polling Reception. See "SEP Code", *Facsimile Reference <Advanced Features>*.

### • Line

If the optional extra G3 interface unit is installed, you can select the line type for each destination.

### • Fax header

You can select to print a fax header on fax messages the other party receives. The default is "1st Name". See *Facsimile Reference <Advanced Features>*.

### • Label insertion

With this function you can have the receiver's name printed on the message when it is received at the other end. The name is printed at the top of the page and will be preceded by "To". You can also have a standard message stamped on the second and third lines after that.

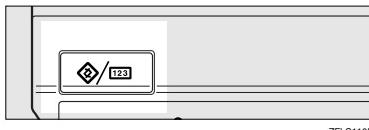
## ◆ Note

- Fax header and label insertion are also printed when sending by e-mail using the fax function.

- You can program a standard message other than those registered in the machine. See "Programming, Changing, and Deleting Standard Messages", *Facsimile Reference <Advanced Features>*.
- International TX mode  
When setting the International TX mode to [On], the machine transmits more carefully by lowering transmission speed. However, it may take a longer time to send a fax.
- ◆ **IP-Fax Destination**  
You can program the following items in an IP-Fax Destination:
- Note**
- This setting only works if the IP fax function has been selected.
  - IP-Fax  
Register the IP-Fax destination. You can register the destination using up to 128 characters. You must make this setting when using IP-Fax.
  - SUB Code  
Registering a SUB Code allows you to use Confidential Transmission to send messages to the other fax machines that support a similar function called "SUB Code". See "SUB Code", *Facsimile Reference <Advanced Features>*.
  - SEP Code  
Registering a SEP Code allows you to use Polling Reception to receive faxes from the other fax machines that support Polling Reception. See "SEP Code", *Facsimile Reference <Advanced Features>*.
  - Select Protocol  
Select the protocol for the IP-Fax transmission.

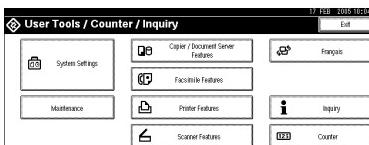
## Registering a Fax Destination

- 1 Press the **[User Tools/Counter]** key.



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- 2 Press **[System Settings]**.



- 3 Press **[Administrator Tools]**, and then press **[▼Next]**.

- 4 Press **[Address Book Management]**.

- 5 Select the name whose fax destination you want to register.

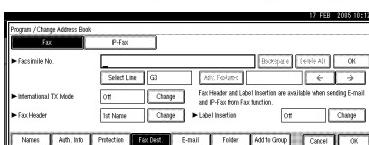
Press the name key, or enter the registered number using the number keys.

**Note**

- If you press **[Search]**, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
- To register the name, key display, and title, see p.71 "Registering a Name".

- 6 Press **[Fax Dest.]**.

- 7 Enter the fax number using the number keys, and then press **[OK]**.

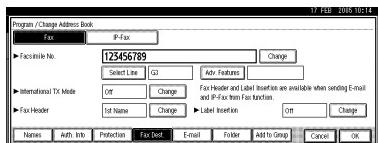


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To select the line

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- ① Press [Select Line].



- ② Select the line, and then press [OK].
- 

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To program the SUB Code

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- ① Press [Adv. Features], and then select [SUB Code].

- ② Press [Change] under TX SUB Code.

- ③ Enter a SUB Code using the number keys, and then press [OK].

- ④ To enter a password, press [Change] under Password (SID).

- ⑤ Enter a password using the number keys, and then press [OK].

- ⑥ Press [OK].
- 

---

To program the SEP Code

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- ① Press [Adv. Features], and then select [SEP Code].

- ② Press [Change] under RX SEP Code.

- ③ Enter a SEP Code using the number keys, and then press [OK].

- ④ To enter a password, press [Change] under Password (PWD).

- ⑤ Enter a password using the number keys, and then press [OK].

- ⑥ Press [OK].

---

To set the International TX Mode

---

- ① Press [Change] under International TX Mode.

- ② Select [Off] or [On], and then press [OK].
- 

---

To select the fax header

---

## Note

- You can register the fax header name in Program Fax Information in the system settings for Facsimile Features. See "Programming", *Facsimile Reference <Basic Features>*.

- ① Press [Change] under Fax Header.

- ② Select [1st Name] or [2nd Name], and then press [OK].
- 

---

To set label insertion

---

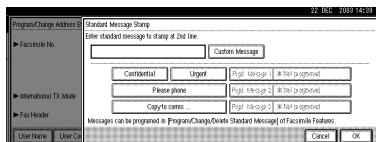
When Label Insertion is set to ON, the receiver's name and standard messages are printed on the fax message when it is received at the other end.

- ① Press [Change] under Label Insertion.

- ② Select [On].

- ③ Press [Change] under Line 2.

- ④ Select a standard message to print on the second line. To stamp a customized message, press [Custom Message].



- ⑤ Enter a message, and then press [OK].

## ⑤ Reference

p.157 "Entering Text"

- ⑥ Press [OK].
- ⑦ Press [Change] under Line 3.
- ⑧ Select a standard message, and then press [OK].
- ⑨ Press [OK].

## ⑩ Press [OK].

### Note

- When a group is registered, you can also set label insertion to the group. See p.94 "Registering Names to a Group".
- ⑨ Press [Exit].
- ⑩ Press the [User Tools/Counter] key.

## Changing a Registered Fax Destination

- ① Press the [User Tools/Counter] key.
- ② Press [System Settings].
- ③ Press [Administrator Tools], and then press [ $\blacktriangledown$ Next].
- ④ Press [Address Book Management].
- ⑤ Select the name whose fax destination you want to change.

Press the name key, or enter the registered number using the number keys.

### Note

- If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
- To change the name, key display and title, see p.71 "Changing a Registered Name".

## ⑥ Press [Fax Dest.].

## ⑦ Change the settings.

### To change the fax number

- ① Press [Change] under Facsimile No..



- ② Enter the new fax number using the number keys, and then press [OK].

### To change the line

- ① Press [Select Line].



- ② Select the line.

- ③ Press [OK].

### To change the SUB Code

- ① Press [Adv. Features].
- ② Press [SUB Code].
- ③ Press [Change] under TX SUB Code.
- ④ Enter the new SUB Code, and then press [OK].
- ⑤ To change the password, press [Change] under Password (SID).
- ⑥ Enter the new password, and then press [OK].
- ⑦ Press [OK].

---

### To change the SEP Code

---

- ① Press [Adv. Features].
- ② Press [SEP Code].
- ③ Press [Change] under RX SEP Code.
- ④ Enter the new SEP Code, and then press [OK].
- ⑤ To change the password, press [Change] under Password (PWD).
- ⑥ Enter the new password, and then press [OK].
- ⑦ Press [OK].

---

### To change the fax header

---

- ① Press [Change] under Fax Header.
- ② Select the new fax header, and then press [OK].

---

### To change the label insertion

---

- ① Press [Change] under Label Insertion.
- ② Press [Change] under Line 2.
- ③ Select the new standard message or press [Custom Message] to enter the new message.
- ④ Press [OK].
- ⑤ Press [Change] under Line 3.
- ⑥ Select the new standard message, and then press [OK].
- ⑦ Press [OK].

**8** Press [OK].

**Note**

- To change the name, key display and title, see p.71 "Changing a Registered Name".

**9** Press [Exit].

**10** Press the [User Tools/Counter] key.

---

## Deleting a Registered Fax Destination

---

**Note**

- If you delete a destination that is a specified delivery destination, messages to its registered Personal Box, for example, cannot be delivered. Be sure to check the settings in the fax function before deleting any destinations.
- To delete a name entirely, see p.72 "Deleting a Registered Name".

**1** Press the [User Tools/Counter] key.

**2** Press [System Settings].

**3** Press [Administrator Tools], and then press [ $\blacktriangledown$ Next].

**4** Press [Address Book Management].

**5** Select the name whose fax destination you want to delete.

Press the name key, or enter the registered number using the number keys.

**Note**

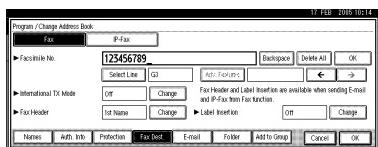
- If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

□ To delete the name, key display, and title, see p.72 "Deleting a Registered Name".

**6** Press [Fax Dest.].

**7** Press [Change] under Facsimile No..

- 8** Press [Delete All], and then press [OK].



- 9** Press [OK].

- 10** Press [Exit].

- 11** Press the [User Tools/Counter] key.

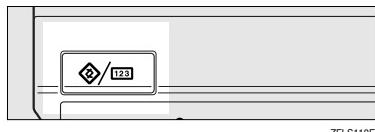
4

## Registering an IP-Fax Destination

### Reference

For details about sending an IP-Fax, see *Facsimile Reference <Basic Features>*.

- 1** Press the [User Tools / Counter] key.



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- 2** Press [System Settings].

- 3** Press [Administrator Tools], and then press [ $\blacktriangledown$ Next].

- 4** Press [Address Book Management].

- 5** Select the name whose IP-Fax destination you want to register.

Press the name key, or enter the registered number using the number keys.

### Note

- If you press  $\text{Search}$ , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
- To register the name, key display, and title, see p.71 "Registering a Name".

- 6** Press [Fax Dest.]

- 7** Press [IP-Fax].



- 8** Press [Change]. Enter the IP-Fax destination and then press [OK].

### To program the SUB Code

- 1** Press [Adv. Features], and then select [SUB Code].

- 2** Press [Change] under TX SUB Code.

- 3** Enter a SUB Code using the number keys, and then press [OK].

- 4** To enter a password, press [Change] under Password (SID).

- 5** Enter a password using the number keys, and then press [OK].

- 6** Press [OK].

### To program the SEP Code

- 1** Press [Adv. Features], and then select [SEP Code].

- 2** Press [Change] under RX SEP Code.

- 3** Enter a SEP Code using the number keys, and then press [OK].
- 4** To enter a password, press [Change] under Password (PWD).
- 5** Enter a password using the number keys, and then press [OK].
- 6** Press [OK].

---

To select the protocol

---

- 1** Select [H.323] or [SIP].
- 

## Changing a Registered IP-Fax Destination

---

- 1** Press the [User Tools / Counter] key.
- 2** Press [System Settings].
- 3** Press [Administrator Tools], and then press [ $\blacktriangledown$ Next].
- 4** Press [Address Book Management].
- 5** Select the name whose IP-Fax destination you want to change.

Press the name key, or enter the registered number using the number keys.

### Note

- If you press , you can search for a user by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
- To change the name, key display and title, see p.71 "Changing a Registered Name".

- 6** Press [Fax Dest.].
- 7** Press [IP-Fax].
- 8** Change the settings.

---

To change the SUB Code

---

- 1** Press [Adv. Features].
- 2** Press [SUB Code].
- 3** Press [Change] under TX SUB Code.
- 4** Enter the new SUB Code, and then press [OK].
- 5** To change the password, press [Change] under Password (SID).
- 6** Enter the new password, and then press [OK].
- 7** Press [OK].

---

To change the SEP Code

---

- 1** Press [Adv. Features].
- 2** Press [SEP Code].
- 3** Press [Change] under RX SEP Code.
- 4** Enter the new SEP Code, and then press [OK].
- 5** To change the password, press [Change] under Password (PWD).
- 6** Enter the new password, and then press [OK].
- 7** Press [OK].

---

To change the protocol

---

- 1** Select [H.323] or [SIP].

# E-mail Destination

Register e-mail destinations so you do not need to enter an e-mail address every time, and can send scan files from scanner or fax function by e-mail.

- It is easy to select the e-mail destination if you register "Name" and "Key Display" as the e-mail destination.
- You can register e-mail destinations as a group.
- You can use the e-mail address as the sender's address when sending scan files in scanner mode. If you want to do this, set a protection code on the sender address to prevent unauthorized access. See p.99 "Registering a Protection Code".

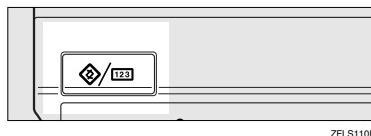
4

## Note

- You can select an e-mail address from an LDAP server, and then register it in the Address Book. "Sending Scan File by E-mail", *Scanner Reference*.
- You can set the machine to send a transmission result e-mail whenever a user transmission is sent. See *Facsimile Reference <Advanced Features>*.

## Registering an E-mail Destination

- 1** Press the **[User Tools/Counter]** key.



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- 2** Press **[System Settings]**.



- 3** Press **[Administrator Tools]**, and then press **[▼Next]**.

- 4** Press **[Address Book Management]**.

- 5** Select the name whose e-mail address you want to register.

Press the name key, or enter the registered number using the number keys.

## Note

- If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
- To register the name, key display, and title, see p.71 "Registering a Name".

- 6** Press **[E-mail]**.

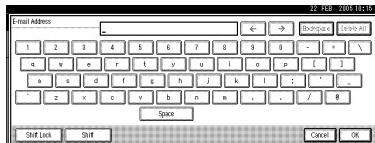
- 7** Press [Change] under E-mail Address.



- 8** Enter the e-mail address, and then press [OK].

### Entering the e-mail address

- ①** Enter the e-mail address.



- ②** Press [OK].

### Using the e-mail address as the sender

When an e-mail address is entered, it can be used as the sender's address.

- ①** Press [Protection].

- ②** Press [Sender] on the right side of Use Name as.

#### Reference

p.99 "Registering a Protection Code"

- ③** Press [OK].

- 9** Press [Exit].

- 10** Press the [User Tools/Counter] key.

#### Note

- When a group is registered, you can add the e-mail destinations to the group. See p.94 "Registering Names to a Group".

## Changing a Registered E-mail Destination

- 1** Press the [User Tools/Counter] key.

- 2** Press [System Settings].

- 3** Press [Administrator Tools], and then press [**▼Next**].

- 4** Press [Address Book Management].

- 5** Select the name whose e-mail address you want to change.

Press the name key, or enter the registered number using the number keys.

#### Note

If you press you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

To change the name, key display, and title, see p.71 "Changing a Registered Name".

- 6** Press [E-mail].

- 7** Press [Change] under E-mail Address.



- 8** Enter the e-mail address, and then press [OK].

#### Reference

p.157 "Entering Text"

- 9** Press [OK].

- 10** Press [Exit].

- 11** Press the [User Tools/Counter] key.

## Deleting a Registered E-mail Destination

To delete a name entirely, see p.72 "Deleting a Registered Name".

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Administrator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address Book Management]**.
- 5** Select the name whose e-mail address you want to delete.

Press the name key, or enter the registered number using the number keys.

 **Note**

- If you press **Q**, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
- To delete the name, key display, and title, see p.72 "Deleting a Registered Name".

- 6** Press **[E-mail]**.
- 7** Press **[Change]** under E-mail Address.
- 8** Press **[Delete All]**, and then press **[OK]**.
- 9** Press **[OK]**.
- 10** Press **[Exit]**.
- 11** Press the **[User Tools/Counter]** key.

# Registering Folders

By registering a shared folder, you can send scan files to it directly.

There are two types of protocol you can use:

- SMB  
For sending files to shared Windows folders
- FTP  
Use when sending files to an FTP server.

## Note

- For details about protocols, server names, and folder levels, consult your network administrator.
- You can prevent unauthorized users from accessing folders from the machine. See p.99 "Registering a Protection Code".
- You can only select either SMB or FTP. If you change protocol after finishing your settings, all previous entries are cleared.

## Reference

For details about network settings, see "Setting Up the Machine on a Network", *Network Guide*.

For details about Scan to Folder, see "Sending Scan Files by Scan to Folder" *Scanner Reference*.

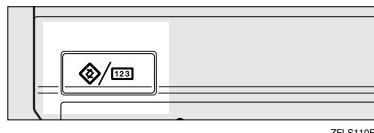
## Using SMB to Connect

### Note

- To register a folder in an FTP server, see p.91 "Using FTP to Connect".

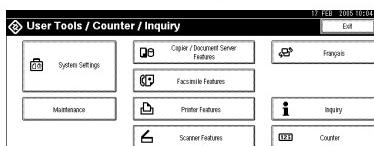
## To register an SMB folder

### 1 Press the **【User Tools/Counter】** key.



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### 2 Press **[System Settings]**.



### 3 Press **[Administrator Tools]**, and then press **【▼Next】**.

### 4 Press **[Address Book Management]**.

### 5 Select the name whose folder you want to register.

Press the name key, or enter the registered number using the number keys.

### Note

- If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
- To register the name, key display, and title, see p.71 "Registering a Name".

**6** Press [Auth. Info], and then press [**▼Next**].

**7** Press [Specify Other Auth. Info] on the right side of Folder Authentication.

#### >Note

- When [Do not Specify] is selected, the SMB User Name and SMB Password that you have specified in Default User Name / Password (Send) of File Transfer settings applies. For details, see "User Tools Menu (System Settings)", *Network Guide*.

**8** Press [Change] under Login User Name.

**9** Enter the login user name, and then press [OK].

#### Note

- You can enter up to 128 characters for the password.

#### Reference

p.157 "Entering Text"

**10** Press [Change] under Login Password.

**11** Enter the password, and then press [OK].

#### Note

- You can enter up to 128 characters for the password.

**12** Enter the password again to confirm, and then press [OK].

**13** Press [Folder].

**14** Confirm that [SMB] is selected.

#### Note

- To specify a folder, you can either enter the path manually or locate the folder by browsing the network.

#### Reference

p.88 "To locate the folder manually"

p.88 "Using Browse Network to locate the folder"

#### To locate the folder manually

**①** Press [Change] under Path.

**②** Enter the path where the folder is located.

#### Note

- Enter the path using this format: "\\\ServerName\ShareName\PathName".
- You can also enter an IP address.
- You can enter a path using up to 128 characters.

**③** Press [OK].

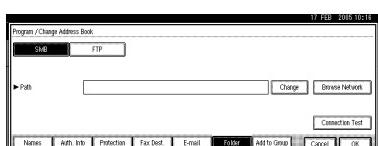
#### Note

- If the format of the entered path is not correct, a message appears. Press [Exit], and then enter the path again.

#### Using Browse Network to locate the folder

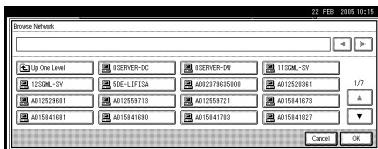
**①** Press [Browse Network].

The client computers sharing the same network as the machine appear.



**Note**

- If you have already specified your user name and password in steps ⑥ to ⑫, the Browse Network display only lists client computers you are authorized to access.

**② Select a client computer.**

Shared folders under it appear.

**Note**

- You can press [Up One Level] to switch between levels.

**③ Select the folder you want to register.**

The Logon display appears.

**Note**

- If you have already entered an authorized user name and password, the Logon display will not appear. Proceed to step ⑥.

**④ Enter the user name.****Note**

- This is a user name which is authorized to access the folder.

**⑤ Enter the user's password, and then press [OK].**

The Browse Network display reappears.

**Note**

- If the entered user name or password is not correct, a message appears. Press [Exit], and then enter the user name and password again.

**⑥ Press [OK].**

- ⑯** Press [Connection Test] to check the path is set correctly.

**⑰ Press [Exit].****Note**

- If the connection test fails, check the settings, and then try again.

**⑲ Press [OK].****⑳ Press [Exit].****㉑ Press the [User Tools/Counter] key.****Changing a registered folder**

4

**1 Press the [User Tools/Counter] key.****2 Press [System Settings].****3 Press [Administrator Tools], and then press [ $\blacktriangledown$ Next].****4 Press [Address Book Management].****5 Select the name whose folder you want to change.**

Press the user name key, or enter the registered number using the number keys.

**Note**

- If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, IP-Fax destination.

- To change the name, key display, and title, see p.71 "Changing a Registered Name".

**6 Press [Folder].**

**7** Select the items you want to change.

To change the protocol

**①** Press [FTP].



**②** A confirmation message appears. Press [Yes].

**Note**

- Changing the protocol will clear all settings made under the previous protocol.

**③** Enter each item again.

**Reference**

p.91 "To register an FTP folder".

**Changing items under SMB**

**①** Press [Change] under Path.

**②** Enter the new path where the folder is located, and then press [OK].

**Note**

- You can also use Browse Network to specify a new folder. For details, see p.88 "Using Browse Network to locate the folder".

**⑧** Press [Connection Test] to check the path is set correctly.

**⑨** Press [Exit].

**Note**

- If the connection test fails, check the settings, and then try again.

**⑩** Press [OK].

**11** Press [Exit].

**12** Press the **[User Tools/Counter]** key.

**Deleting a registered folder**

**Note**

- To delete a name entirely, see p.72 "Deleting a Registered Name".

**1** Press the **[User Tools/Counter]** key.

**2** Press [System Settings].

**3** Press [Administrator Tools], and then press [**▼Next**].

**4** Press [Address Book Management].

**5** Select the name whose folder you want to delete.

Press the name key, or enter the registered number using the number keys.

**Note**

- If you press **Search**, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

- To delete the name, key display, and title, see p.72 "Deleting a Registered Name".

**6** Press [Folder].

**7** Press the protocol which is not currently selected.

A confirmation message appears.

**8** Press [Yes].

**9** Press [OK].

**10** Press [Exit].

**11** Press the **[User Tools/Counter]** key.

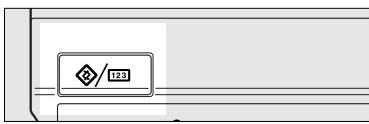
## Using FTP to Connect

### Note

- To register a shared folder configured in Windows, see p.87 "Using SMB to Connect".

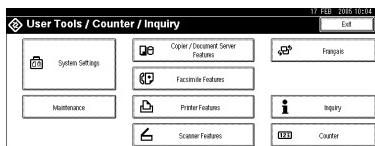
### To register an FTP folder

- 1** Press the **[User Tools/Counter]** key.



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- 2** Press **[System Settings]**.



- 3** Press **[Administrator Tools]**, and then press **[▼Next]**.

- 4** Press **[Address Book Management]**.

- 5** Select the name whose folder you want to register.

Press the name key, or enter the registered number using the number keys.

### Note

- If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

- To register the name, key display, and title, see p.71 "Registering a Name".

- 6** Press **[Auth. Info]**, and then press **[▼Next]**.

- 7** Press **[Specify Other Auth. Info]** on the right side of Folder Authentication.

### Note

- When **[Do not Specify]** is selected, the SMB User Name and SMB Password that you have specified in Default User Name / Password (Send) of File Transfer settings applies. For details, see "User Tools Menu (System Settings)", *Network Guide*.

- 8** Press **[Change]** under Login User Name.

- 9** Enter the login user name, and then press **[OK]**.

### Note

- You can enter up to 128 characters for the password.

### Reference

p.157 "Entering Text"

- 10** Press **[Change]** under Login Password.

- 11** Enter the password, and then press **[OK]**.

### Note

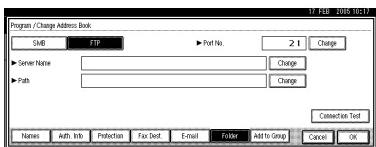
- You can enter up to 128 characters for the password.

- 12** Enter the password again to confirm, and then press **[OK]**.

- 13** Press **[Folder]**.

- 14** Press **[FTP]**.



**15** Press [Change] under Server Name.

**16** Enter the server name, and then press [OK].

**Note**

- You can enter a server name using up to 64 characters.

**4**

**17** Press [Change] under Path.

**18** Enter the path.

**Note**

- You can enter an absolute path, using this format: "/user/home/username"; or a relative path, using this format: "directory/sub-directory".
- If you leave the path blank, the login directory is assumed to be the current working directory.
- You can also enter an IP address.
- You can enter a path using up to 128 characters.

**19** Press [OK].

**Note**

- To change the port number, press [Change] under Port No.. Enter the port number using the number keys, and then press [#].
- You can enter 1 to 65535.

**20** Press [Connection Test] to check the path is set correctly.

**21** Press [Exit].

**Note**

- If the connection test fails, check the settings, and then try again.

**22** Press [OK].

**23** Press [Exit].

**24** Press the [User Tools/Counter] key.

**Changing a registered folder**

**1** Press the [User Tools/Counter] key.

**2** Press [System Settings].

**3** Press [Administrator Tools], and then press [**▼Next**].

**4** Press [Address Book Management].

**5** Select the name whose folder you want to change.

Press the name key, or enter the registered number using the number keys.

**Note**

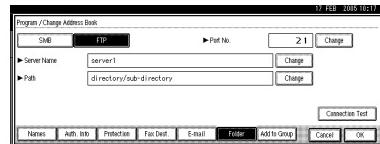
- If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
- To change the name, key display, and title, see p.71 "Changing a Registered Name".

**6** Press [Folder].

**7** Select the items you want to change.

**To change the protocol**

**1** Press [SMB].



**2** A confirmation message appears. Press [Yes].

**Note**

- Changing the protocol will clear all settings made under the previous protocol.

**③ Enter each item again.****Reference**

p.87 "To register an SMB folder".

**Changing items under FTP**

- ① Press [Change] under Port No.**
- ② Enter the new port number, and then press [#].**
- ③ Press [Change] under Server Name.**
- ④ Enter the new server name, and then press [OK].**
- ⑤ Press [Change] under Path.**
- ⑥ Enter the new path, and then press [OK].**
- ⑧ Press [Connection Test] to check the path is set correctly.**
- ⑨ Press [Exit].**

**Note**

- If the connection test fails, check the settings, and then try again.

- ⑩ Press [OK].**
- ⑪ Press [Exit].**
- ⑫ Press the [User Tools/Counter] key.**

---

**Deleting a registered folder**

---

**Note**

- To delete a name entirely, see p.72 "Deleting a Registered Name".

**1** Press the **[User Tools/Counter]** key.

**2** Press **[System Settings]**.

**3** Press **[Administrator Tools]**, and then press **[▼Next]**.

**4** Press **[Address Book Management]**.

**5** Select the name whose folder you want to delete.

Press the name key, or enter the registered number using the number keys.

**Note**

- If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

- To delete the name, key display, and title, see p.72 "Deleting a Registered Name".

**6** Press **[Folder]**.

**7** Press the protocol which is not currently selected.

A confirmation message appears.

**8** Press **[Yes]**.

**9** Press **[OK]**.

**10** Press **[Exit]**.

**11** Press the **[User Tools/Counter]** key.

# Registering Names to a Group

You can register names to a group to enable easy management of e-mail addresses and folders for each group.

To add names to a group, the groups must be registered beforehand.

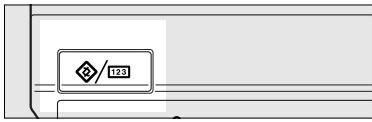
## Note

- You can register up to 500 groups.
- When using Scan to Folder function, you cannot send scan files to a group with over 50 folders registered.
- You can set a protection code to prevent unauthorized access to the folders registered in a group. For details, see p.99 "Registering a Protection Code".

4

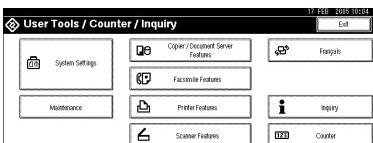
## Registering a New Group

### 1 Press the [User Tools/Counter] key.



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### 2 Press [System Settings].

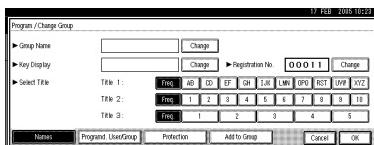


### 3 Press [Administrator Tools], and then press [ $\blacktriangledown$ Next].

### 4 Press [Address Book: Program / Change / Delete Group].

### 5 Press [New Program].

### 6 Press [Change] under Group Name.



### 7 Enter the group name, and then press [OK].

The Key Display name is set automatically.

## Reference

p.157 "Entering Text"

### 8 Press the title key under Select Title, if necessary.

## Note

□ The keys you can select are as follows:

- [Freq]... Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]... Added to the list of items in the selected title.

□ You can select [Freq.] and one more page for each title.

### 9 When you want to change the key display, press [Change] under Key Display. Enter the key display, and then press [OK].

### 10 Press [OK].

### 11 Press [Exit].

### 12 Press the [User Tools/Counter] key.

## Registering Names to a Group

You can put names that have been registered in the Address Book into a group.

When registering new names, you can also register groups at the same time.

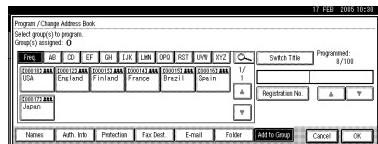
- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[System Settings]**.
- 3 Press **[Administrator Tools]**, and then press **[▼Next]**.
- 4 Press **[Address Book Management]**.
- 5 Select the name to register in a group.

Press the name key, or enter the registered number using the number keys.

### Note

- If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

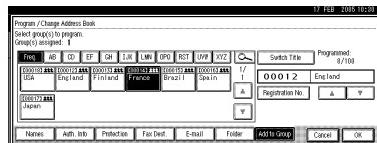
- 6 Press **[Add to Group]**.
- 7 Select a group to which you want to add the name to.



### Note

- If you press , you can search for a group by entering the group name.

The group key that you have selected becomes highlighted, and the name is added to it.



- 8 Press **[OK]**.
- 9 Press **[Exit]**.
- 10 Press the **[User Tools/Counter]** key.

## Displaying Names Registered in Groups

You can check the names or groups registered in each group.

- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[System Settings]**.
- 3 Press **[Administrator Tools]**, and then press **[▼Next]**.
- 4 Press **[Address Book: Program / Change / Delete Group]**.
- 5 Select the group where the members you want to check is registered.
- 6 Press **[Programd. User/Group]**.

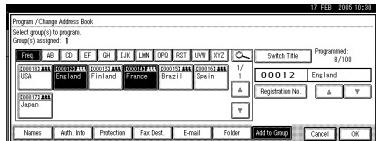
All the names registered will be displayed.



- 7 Press **[OK]**.
- 8 Press **[Exit]**.
- 9 Press the **[User Tools/Counter]** key.

## Removing a Name from a Group

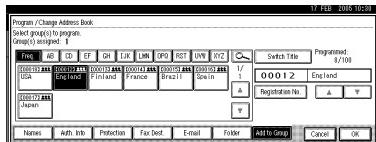
- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Administrator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address Book Management]**.
- 5** Select the name to remove from a group.  
Press the name key, or enter the registered number using the number keys.
- 6** Press **[Add to Group]**.
- 7** Select the group from which you want to remove the name.



### Note

- Highlighted keys indicate groups in which the name has been registered.

The name is removed from the group.



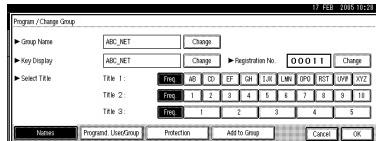
- 8** Press **[OK]**.
- 9** Press **[Exit]**.
- 10** Press the **[User Tools/Counter]** key.

## Changing a Group Name

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Administrator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address Book: Program / Change / Delete Group]**.
- 5** Press the group key you want to change.
- 6** Enter the items.

To change the group name and key display

- 1** Press **[Change]** under Group Name or Key Display.



- 2** Enter the new group name or key display, and then press **[OK]**.

To change the title

- 1** Press the title key under Select Title.

To change the registration number

- 1** Press **[Change]** under Registration No..
- 2** Enter the new registration number using the number keys
- 3** Press **[#]**.
- 7** Press **[OK]**.

**8** Press [Exit].

**9** Press the **[User Tools/Counter]** key.

## Deleting a Group

**1** Press the **[User Tools/Counter]** key.

**2** Press **[System Settings]**.

**3** Press **[Administrator Tools]**, and then press **[▼Next]**.

**4** Press **[Address Book: Program / Change / Delete Group]**.

**5** Press **[Delete]**.

**6** Press a group key you want to delete.

**7** Press **[Yes]**.

**8** Press **[Exit]**.

**9** Press the **[User Tools/Counter]** key.

## Adding a Group to Another Group

You can add a group to another group.

**1** Press the **[User Tools/Counter]** key.

**2** Press **[System Settings]**.

**3** Press **[Administrator Tools]**, and then press **[▼Next]**.

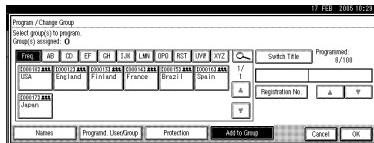
**4** Press **[Address Book: Program / Change / Delete Group]**.

**5** Select the group that you want to put into another group.

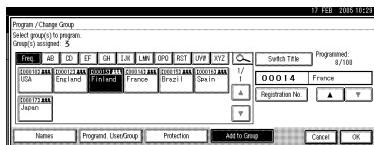
Press the group key, or enter the registered number using the number keys.

**6** Press **[Add to Group]**.

**7** Select the group which you want to add to.



The group key that you have selected becomes highlighted, and the group is added to it.



**8** Press **[OK]**.

**9** Press **[Exit]**.

**10** Press the **[User Tools/Counter]** key.

## Deleting a Group within a Group

**1** Press the **[User Tools/Counter]** key.

**2** Press **[System Settings]**.

**3** Press **[Administrator Tools]**, and then press **[▼Next]**.

**4** Press **[Address Book: Program / Change / Delete Group]**.

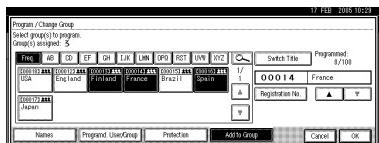
**5** Select the group you want to delete.

Press the group key, or enter the registered number during the number keys.

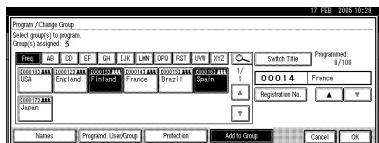
**6** Press **[Add to Group]**.

The keys of groups in which the group is registered appear highlighted.

- 7 Select the group that you want to delete from.



- 8 Press [OK].



The group key is deselected and the group is deleted from it.

# Registering a Protection Code

You can stop sender's names or folders being accessed by setting a protection code.

You can use this function to protect the following:

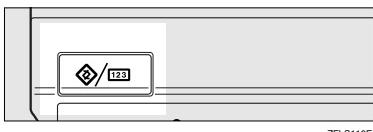
- Folders  
You can prevent unauthorized access to folders.
- Sender's names (when sending e-mails)  
You can prevent misuse of sender's names.

## Note

- This function is not available when using Internet Fax to send e-mails.

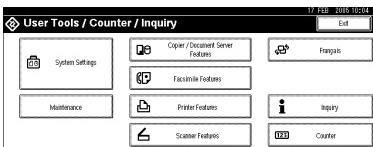
## Registering a Protection Code To a Single User

### 1 Press the [User Tools/Counter] key.



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### 2 Press [System Settings].



### 3 Press [Administrator Tools], and then press [ $\blacktriangledown$ Next].

### 4 Press [Address Book Management].

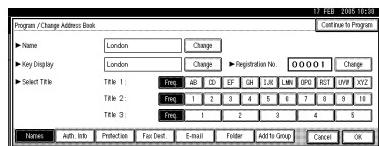
### 5 Select the name whose protection code you want to register.

Press the name key, or enter the registered number using the number keys.

## Note

- If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
- To register the name, key display, and title, see p.71 "Registering a Name".

### 6 Press [Protection].



### 7 Press [Destination] or [Sender] under Use Name as.

## Note

- Both [Destination] and [Sender] can be selected at the same time.

## To set the protection code

### 1 Press [Change] under Protection Code.

### 2 Enter a protection code using the number keys, and then press [ $\#$ ].

## Note

- You can enter up to eight digits.

## To specify the object of protection

### 1 Press [Folder Destination] or [Sender] under Protection Object.

 **Note**

- Both **[Folder Destination]** and **[Sender]** can be selected at the same time.

**8** Press **[OK]**.

**9** Press **[Exit]**.

**10** Press the **【User Tools/Counter】** key.

**10** Press **[OK]**.

**11** Press **[Exit]**.

**12** Press the **【User Tools/Counter】** key.

**4**

## Registering a Protection Code To a Group User

**1** Press the **【User Tools/Counter】** key.

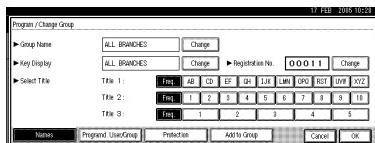
**2** Press **[System Settings]**.

**3** Press **[Administrator Tools]**, and then press **[▼Next]**.

**4** Press **[Address Book: Program / Change / Delete Group]**.

**5** Press the group key you want to register or enter the registered number using the number keys.

**6** Press **[Protection]**.



**7** Press **[Folder Destination]** under Protection Object.

**8** Press **[Change]** under Protection Code.

**9** Enter a protection code using the number keys, and then press **[#]**.

 **Note**

- You can enter up to eight digits.

# Registering the Transfer Request

This section describes how to register the Transfer Station and Receiving Station used in the fax function's Transfer Request.

## Note

- Before you can use Transfer Request, you must program the Polling ID and set the Transfer Report. See "Programming a Polling ID" and "Transfer Report", *Facsimile Reference <Advanced Features>*.

### ◆ Transfer Station

Refers to the machine that receives the Transfer Request to forward incoming messages to another destination.

### ◆ Receiving Station

Refers to the facsimile or computer that receives messages from the Transfer Station.

### ● Limitation

- When messages are transferred by fax, Transfer Stations must be machines of the same manufacturer as this one, and have the Transfer Station function.
- When messages are transferred by e-mail, Transfer Stations must be machines of the same manufacturer as this one, and have both the Transfer Station and Internet Fax functions.
- You cannot use Transfer Request without programming the fax number or e-mail address of the Requesting Party in the Address Book of the Transfer Stations.

## Note

- Polling IDs of the Requesting Party (this machine) and Transfer Stations must be identical.

- You can have up to 30 Receiving Stations per Transfer Station. If you specify a Transfer Station Group, the group counts as a single receiver.

## Registering a Transfer Station/Receiving Station

- 1 Press the **[User Tools/Counter]** key.



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- 2 Press **[System Settings]**.



- 3 Press **[Administrator Tools]**, and then press **[▼Next]**.

- 4 Press **[Address Book: Program / Change / Delete Transfer Request]**.

- 5 Press **[New Program]**.

- 6 Set the Transfer Request's information.

---

To register the Transfer Request name and key display

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- 1 Press **[Change]** under Transfer Request Name or Key Display.

The name entry display appears.

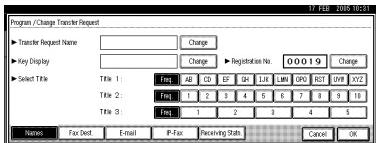
- ② Enter the Transfer Request name or key display, and then press [OK].

### Reference

p.157 "Entering Text"

## To select the title

- ① To associate a Transfer Request name with a title, press the title key under Select Title.



### Note

- The keys you can select are as follows:
  - [Freq.]... Added to the page that is displayed first.
  - [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]... Added to the list of items in the selected title.
- You can select [Freq.] and one more page for each title.

## 7 Press [Fax Dest.]

## 8 Enter the items. See p.78 "Registering a Fax Destination".

## 9 Press [E-mail].

## 10 Enter the items. See p.84 "Registering an E-mail Destination".

## 11 Press [Receiving Statn.]

- 12 Specify the Receiving Stations.

### Note

- When specifying the Receiving Stations, use the numbers stored in Quick Dial keys, or Groups in the Transfer Station.

## Quick Dial

- ① Press [**#**Quick Dial].

- ② Enter the number stored in the Quick Dial of the Transfer Station using the number keys.

For example, to select the destination stored in Quick Dial 01 of the Transfer Station, enter **[0][1]**.

- ③ To specify an additional Receiving Station, press [Add].

## Speed Dial

- ① Press [**#\***Speed Dial].

- ② Enter the Speed Dial number using the number keys.

For example, to select the destination stored in Speed Dial 12 of the Transfer Station, enter **[1][2]**.

- ③ To specify an additional Receiving Station, press [Add].

## Group Dial

- ① Press [**#\*\***Group Dial].

- ② Enter the Group number using the number keys.

For example, to select the destinations stored in Group 04 of the Transfer Station, enter **[0][4]**.

- ③ To specify an additional Receiving Station, press [Add].

**13** When you have specified all the Receiving Stations, press [OK].

**14** Press [Exit].

**15** Press the [User Tools/Counter] key.

## Changing a Registered Transfer Station/Receiving Station

**1** Press the [User Tools/Counter] key.

**2** Press [System Settings].

**3** Press [Administrator Tools], and then press [ $\blacktriangledown$ Next].

**4** Press [Address Book: Program / Change / Delete Transfer Request].

**5** Select the name whose Transfer Station/Receiving Station you want to change.

Press the name key, or enter the registered number using the number keys.

### Note

If you press , you can search by the group name, fax number, e-mail address, or IP-Fax destination.

To change the name, key display, and title, see p.71 "Changing a Registered Name".

### Note

If you press , you can search for a user by Transfer Request name, fax number, or e-mail address.

**6** Enter the items.

To change the Transfer Request name and key display

**1** Press [Change] under Transfer Request Name or Key Display.

**2** Enter the new Transfer Request Name or key display, and then press [OK].

To change the title

**1** Press the title key under Select Title.

To change the Fax Station

**1** Press [Fax Dest.].

Proceed to step **1** of "To change the E-mail Transfer Station" when messages are transferred by e-mail.

**2** Change the Transfer Station's information. See p.80 "Changing a Registered Fax Destination".

To change the E-mail Transfer Station

**1** Press [E-mail].

**2** Change the Transfer Station's information. See p.85 "Changing a Registered E-mail Destination".

To change the Receiving Station

**1** Press [Receiving Statn.].

**2** Select the Receiving Station you want to change.

**3** Press [Clear] to clear the number, and then enter the new number using the number keys.

- 7** Press [OK].
  - 8** Press [Exit].
  - 9** Press the [User Tools/Counter] key.
- 

## Deleting a Registered Transfer Station/Receiving Station

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4

- 1** Press the [User Tools/Counter] key.
- 2** Press [System Settings].
- 3** Press [Administrator Tools], and then press [**▼Next**].
- 4** Press [Address Book: Program / Change / Delete Transfer Request].
- 5** Press [Delete].
- 6** Select the name whose Transfer Station/Receiving Station you want to delete.

Press the name key, or enter the registered number using the number keys.

### Note

- If you press , you can search by the group name, fax number, e-mail address, or IP-Fax destination.
- To delete the name, key display, and title, see p.72 "Deleting a Registered Name".

- 7** Press [Yes].
- 8** Press [Exit].
- 9** Press the [User Tools/Counter] key.

# Registering SMTP and LDAP Authentication

## SMTP Authentication

For each user registered in the Address Book, you can register a login password to be used when accessing an SMTP server.

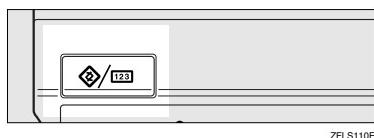
### Reference

To use an SMTP server, you need to program it beforehand. For details, see "SMTP Server Settings", *Network Guide*.

### Note

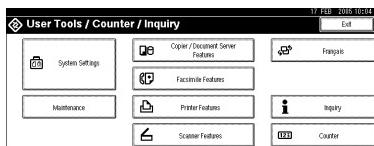
When [Do not Specify] is selected for SMTP Authentication, the User Name and Password that you have specified in SMTP Authentication of File Transfer settings applies. For details, see "User Tools Menu (System Settings)", *Network Guide*.

### 1 Press the [User Tools/Counter] key.



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### 2 Press [System Settings].



### 3 Press [Administrator Tools], and then press [ $\blacktriangledown$ Next].

### 4 Press [Address Book Management].

### 5 Press the name you want to register or enter the registered number using the number keys.

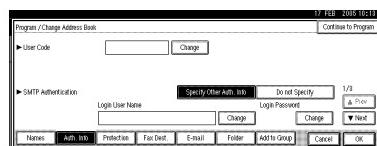
### Note

To register a name in the Address Book, see p.71 "Registering a Name".

### 6 Press [Auth. Info]

### 7 Press [Specify Other Auth. Info] on the right side of SMTP Authentication.

### 8 Press [Change] under Login User Name.



### 9 Enter the Login User Name, and then press [OK].

### Note

You can enter up to 191 characters for the password.  
 When using POP before SMTP Authentication, you can enter up to 63 alphanumeric characters.

### Reference

p.157 "Entering Text"

### 10 Press [Change] under Login Password.

### 11 Enter the password, and then press [OK].

### Note

You can enter up to 64 characters for the password.

### 12 Enter the password again to confirm, and then press [OK].

### 13 Press [OK].

**Note**

- To change the SMTP Authentication settings, repeat steps ⑧ to ⑯.

## LDAP Authentication

For each user registered in the Address Book, you can register a login user name and login password to be used when accessing an LDAP server.

**Reference**

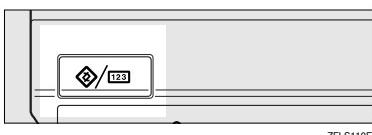
4

To use an LDAP server, you need to program it beforehand. For details, see "LDAP Server Settings", *Network Guide*.

**Note**

- When [Do not Specify] is selected for LDAP Authentication, the User Name and Password that you have specified in Program/Change LDAP Server of Administrator Tools settings applies. For details, see "Program/Change/Delete LDAP Server", *Network Guide*.

**1** Press the **[User Tools/Counter]** key.



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**2** Press **[System Settings]**.



**3** Press **[Administrator Tools]**, and then press **[▼Next]**.

**4** Press **[Address Book Management]**.

**5** Press the name you want to register or enter the registered number using the number keys

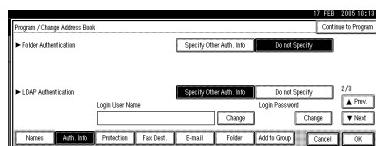
**Note**

- To register a name in the Address Book, see p.71 "Registering a Name".

**6** Press **[Auth. Info]**, and then press **[▼Next]**.

**7** Press **[Specify Other Auth. Info]** on the right side of LDAP Authentication.

**8** Press **[Change]** under Login User Name.



**9** Enter the login user name, and then press **[OK]**.

**Note**

- You can enter up to 128 characters for the password.

**Reference**

p.157 "Entering Text"

**10** Press **[Change]** under Login Password.

**11** Enter the password, and then press **[OK]**.

**Note**

- You can enter up to 128 characters for the password.

**12** Enter the password again to confirm, and then press **[OK]**.

**13** Press **[OK]**.

**Note**

- To change the LDAP Authentication settings, repeat steps ⑧ to ⑯.

# 5. Troubleshooting

## If Your Machine Does Not Operate As You Want

The following chart contains explanations of common problems and messages. If other messages appear, follow the instructions displayed.

### Note

- If you cannot make copies as you want because of the paper type, paper size or paper capacity problems, use recommended paper. See p.171 "Copy Paper".

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### General

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Problem	Causes	Solutions
"Please wait." appears	This message appears when you turn on the operation switch or change the toner bottle.	If the power does not come on even after 2 minutes have elapsed, contact your service representative.
The display is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position to see the display panel properly.
	The machine is in Energy Saver mode.	Press the <b>[Energy Saver]</b> key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.
Memory is full.	There are too many scanned pages or stored files: hard disk capacity is exceeded.	Press <b>[Delete File]</b> to delete unnecessary documents.
The function status indicator is red.	The function associated with the red indicator was interrupted.	Press the function key corresponding to the indicator. Follow the instructions that appear on the control panel.

Problem	Causes	Solutions
The main power indicator continues blinking and does not turn off when pressed.	This occurs in the following cases: <ul style="list-style-type: none"> <li>• The exposure glass cover or the ADF is open.</li> <li>• The machine is communicating with external equipment.</li> <li>• The hard disk is active.</li> </ul>	Close the exposure glass cover or ADF, and check if the machine communicating with a computer.
"Self Checking..." appears.	The machine is performing image adjustment operations.	The machine may perform periodic maintenance during operations. The frequency and duration of maintenance depends on the humidity, temperature, and printing factors such as number of prints, paper size, and paper type. Wait for the machine to get ready.
Original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper correctly. Load paper into Tray 1-4 with the print side up, and into the LCT or bypass tray with the print side down. See p.113 "Orientation-Fixed Paper or Two-Sided Paper".
Misfeeds occur frequently.	The tray's side guides may not be locked or may not be set properly. The tray's end guide may not be set properly. You may have loaded paper of a size not shown on the paper size selector.	Check the side guides are locked and set properly. See p.126 "Changing the Paper Size". Check the end guide is set properly. See p.126 "Changing the Paper Size". When using paper of a size that cannot be detected automatically, use Tray Paper Settings to set the paper size. See p.56 "Tray Paper Size:Tray 2-4" and p.171 "Copy Paper".
An error message remains, even if misfed paper is removed.	When a misfeed message appears, it remains until you open and close the cover as required.	Clear misfed paper, and then open and close the front cover. See p.117 "Clearing Misfeeds".
Cannot print in duplex mode.	You cannot use paper in the bypass tray for duplex printing. <b>[1 Sided Copy]</b> is selected for Paper Type: Tray 1-4.	For duplex printing, select Tray 1-4 in copier mode or with the printer driver. Select <b>[2 Sided Copy]</b> for Paper Type: Tray 1-4. See p.57 "Paper Type: Tray 1-4"
You forgot your user code.	—	Contact the administrator.
The user code entry display appears.	Users are restricted by user codes.	Enter the user code (up to 8-digits), and then press <b>[#]</b> .

Problem	Causes	Solutions
The Authentication screen appears.	Basic Authentication, Windows Authentication, or LDAP Authentication is set.	Enter your login user name and user password. See p.24 "When the Authentication Screen is displayed".
"You do not have the privileges to use this function." is displayed.	The use of the function is restricted to authenticated users only.	Contact the administrator.
"You do not have the privileges to use this function.." continues to be displayed even though you have entered a valid user code.	This user code is not allowed to use the function selected.	Press the <b>[Energy Saver]</b> key. Confirm that the display goes off, and then press the <b>[Energy Saver]</b> key again. The display will return to the user code entry display.
Authentication has failed.	The entered login user name or login password is not correct.	Inquire the user administrator for the correct login user name and login password.
	The machine cannot perform authentication.	Contact the administrator.
"Selected files contain file(s) that the user does not have access privileges to. Please note that only the files with access privileges will be deleted." is displayed.	You have tried to delete files without the authority to do so.	Files can be deleted by the person who created the file. To delete a file which you are not authorized to delete, contact the person who created the file.

## Document Server

Problem	Solutions
"Scanned pages exceeded max. number. Do you want to store the scanned pages as a file?" appears.	The number of scanned pages exceeds the capacity per file of the Document Server. To store scanned pages as a file, press [ <b>Store File</b> ]. Scanned data is stored as a file in the Document Server. If you do not want to store scanned pages, press [ <b>No</b> ]. Scanned data is deleted.
You forgot your password.	Contact the administrator.
You cannot find out what is stored in a file.	Check the date or time column in the Document Server: Select Files to Print display.
	Check document content by printing it's first page. Press the line of the document in the Document Server: Select Files to Print display, and then press [ <b>Print 1st Page</b> ] followed by the [ <b>Start</b> ] key.
Memory frequently becomes full.	<ul style="list-style-type: none"> <li>Press [<b>Delete File</b>] to delete selected documents to increase available memory.</li> <li>Delete documents stored using the scanner function. See <i>Scanner Reference</i>.</li> </ul>
You want to check print quality before making a large print run.	Check print quality by printing out only the first set using the [ <b>Sample Copy</b> ] key.
"Original is being scanned by another function." appears.	The copier or scanner function is in use. To cancel a job in progress, first press [ <b>Exit</b> ], and then press the [ <b>Copy</b> ] key or [ <b>Scanner</b> ] key. Next, press the [ <b>Clear/Stop</b> ] key. When the message "[Stop] key was pressed. Stop storing?" appears, press [ <b>Stop</b> ].

5

## Maintenance

Problem	Causes	Solutions
"Used Toner Bottle Replacement Used Toner Bottle is full. Please replace Used Toner Bottle." appears.	The waste toner bottle is full and it is time to replace it.	Check your maintenance service contract.

# >Loading Paper

## Important

- Tray 1 and LCT use A4 paper exclusively. Load only A4 paper at all times.
- If you want to load Letter-sized paper ( $8\frac{1}{2}'' \times 11''$ ) paper in Tray 1 or LCT, contact your sales or service representative.

## Reference

For paper types and sizes, see p.171 "Copy Paper".

To load paper in the bypass tray, see "Copying from the Bypass Tray", *Copy Reference*.

## Note

- Fan the paper before loading.
- Straighten curled or warped paper before loading.

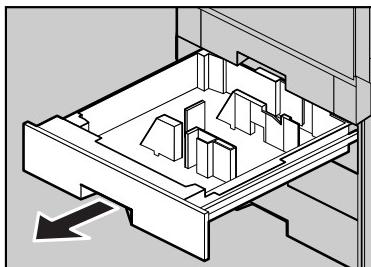
## >Loading Paper into Paper Trays and Paper Tray Unit

Tray 1 uses only A4 paper. If you want to load  $8\frac{1}{2}'' \times 11''$ , contact your sales or service representative.

The position of the side and end guides can be changed in tray 2, 1 tray paper unit, and 2 tray paper unit. Paper of various sizes can then be loaded in them.

This section describes loading paper in tray 2.

### 1 Pull out the paper tray until it stops.

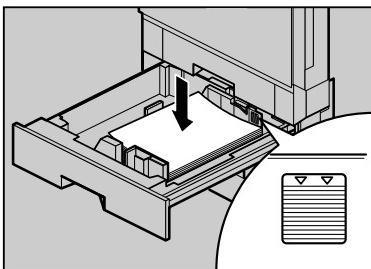


ZJ/KY270J

## Note

- You can change the paper size, see p.126 "Changing the Paper Size".

### 2 Load paper into the tray with the print side down.



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## Important

- Do not stack paper over the limit mark.

### 3 Push in the paper tray slowly until it stops.

If a tray is pushed forcefully, the position of its side guide may shift.

If you load a paper size that is not selected automatically, you will need to specify the paper size with the control panel.

The following paper sizes are not selected automatically:

- B5 JIS □
- 8 $\frac{1}{2}$ "×14" □
- 8 $\frac{1}{2}$ "×11" □

🔗 **Reference**

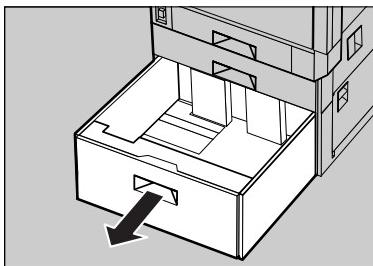
p.127 "If you load a paper size that is not selected automatically".

## Loading Paper into Large Capacity Tray (optional)

LCT (optional) uses A4 □ paper exclusively. Only load A4 □ paper. If you want to load 8 $\frac{1}{2}$ "×11" □, contact your sales or service representative.

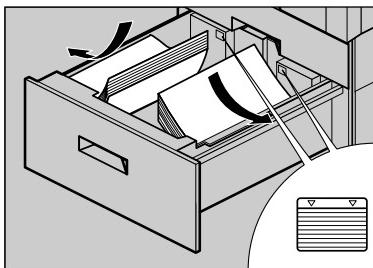
5

**1 Pull out the LCT, slowly until it stops.**



ZJKY300J

**2** With the print side down, align all four sides of two paper stacks, and then load them next to each other in the tray. Each side has a limit of 1,000 sheets.



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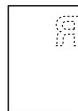
⚠ **Important**

- Align the paper stacks and load them against the left and right walls, or a paper misfeed might occur.
- Do not stack paper over the limit mark.

**3 Push the paper tray slowly in until it stops.**

## Orientation-Fixed Paper or Two-Sided Paper

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed. Select [Yes] in Letterhead Setting under Copier/Document Server Features, and then place the original and paper as shown below (see “Letterhead Setting” Copy Reference). When printing with the printer function, placement orientation is the same.

Copy Mode		Paper Tray	LCT	Bypass Tray	
Paper placing direction	1 Sided			 *1	 *1
	2 Sided			—	—
Paper placing direction	1 Sided		—	 *1	 *1
	2 Sided		—	—	—

\*1 When specifying the paper size.

AAE034S

## Adding Toner

When  appears, it is time to add toner.

### **WARNING:**

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***

### **CAUTION:**

- ***Keep toner (used or unused) and toner containers out of reach of children.***

### **CAUTION:**

- ***If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.***

5

### **CAUTION:**

- ***If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.***

### **CAUTION:**

- ***If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary***

### **CAUTION:**

- ***Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.***
- ***If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.***

If the message "No toner: xxxx, xxxx" is shown on the display, replace the applicable colour-toner.

### **Note**

- "xxxx,xxxx" is shown as the colour of toner is almost empty, and the combination of 1-4 of Yellow, Magenta, Cyan, and Black is displayed.

### **Important**

- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Always add toner when the machine instructs you.

**Note**

- The message “Toner is almost empty.” on the display shows a toner name and the telephone number for ordering.
- The consumption of toner depends on the humidity, temperature and printing factors such as image size, density, number of prints, paper size, and paper type. Moreover, to preserve print quality, this machine automatically performs periodic maintenance using the toner.
- Change all four colour-toner cartridges in the same way.

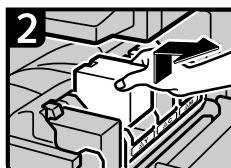
**Reference**

For details about toner storage, see p.145 “Toner Storage”.

## Inserting Toner



1. Open the upper right cover.
2. Unhook the hook on the toner cartridge with one hand.



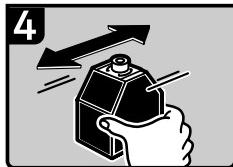
3. Holding the toner cartridge with the other hand, pull the cartridge up and out slowly.



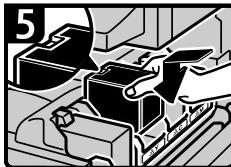
4. Take out the new toner cartridge from the box.

**Important**

- Do not shake the removed toner cartridge.  
The remaining toner might scatter.



5. Shake the toner cartridge back and forth 5-6 times.



6. Hold the toner cartridge with the metal contact area in front, and attach it observing the direction of the arrow.

**Important**

- Do not touch the metal contact point with your fingers.



7. Insert the toner cartridge slowly until the hook snaps on the metal contact area.

**Important**

- Do not install and remove the toner cartridges over and over.  
This could result in a toner leak.

8. Close the upper right cover.

---

### **When toner remains**

---

Toner can remain inside the toner cartridge in certain environments. If this happens, set the toner cartridge again. Toner will be supplied automatically, and you can then continue to use it.

# Clearing Misfeeds

## ⚠ CAUTION:

- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*

## Important

- When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings will be lost.
- To prevent misfeeds, do not leave any torn scraps of paper inside the machine.
- If paper misfeeds occur frequently, contact your service representative.

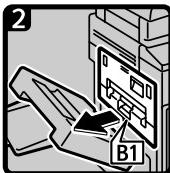
## Note

- More than one misfed area may be indicated. When this happens, check all the areas indicated. See the following charts:
  - A, B, Y, Z1 ⇒ p.118
  - R (2 Tray Finisher) ⇒ p.121
  - R (Booklet Finisher) ⇒ p.120
  - P ⇒ p.122
  - Z2 ⇒ p.124
- Inside the finisher, or inside the front cover, there is a sticker explaining how to remove misfed paper.

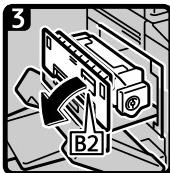
(B)



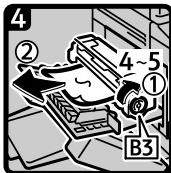
1. Open the Duplex Reversal Unit.



2. Hold up lever [B1], and then gently pull out the upper left cover.



3. Hold up lever [B2], and then open the upper left cover.



4. Turn knob [B3], and then remove the misfed paper.

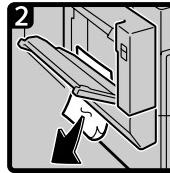
If you cannot remove the misfed paper

Contact your service representative.

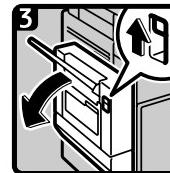
(Z1)



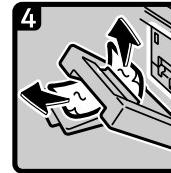
1. Open the Duplex Reversal Unit cover.



2. Remove the misfed paper from the bottom of the Duplex Reversal Unit.



3. Open the Duplex Reversal Unit.



4. Remove the misfed paper.

If you can not remove the misfed paper from the bottom

Remove the misfed paper from the top of the Duplex Reversal Unit.

(Y)

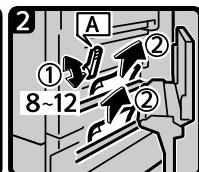


1. Open the lower right cover.



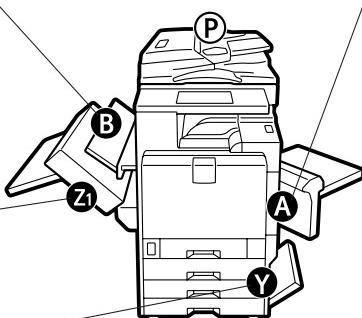
2. Remove the misfed paper.

(A)



1. Pull out the Bypass tray ,and then remove the misfed paper.  
If you cannot remove the misfed paper, open the cover.

2. Move lever [A] up and down, and then remove the misfed paper.



You can make an enlarged copy of this page and stick it on walls in the proximity of the machine.

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(R)

**Booklet finisher**

When R1 is displayed

1. Hold the release lever, and then remove the finisher.

2. Remove the misfed paper.

3. Open the upper cover.

4. Remove the misfed paper.

5. Close the upper cover.

6. Attach the finisher.

When R2-R4 are displayed

1. Hold the release lever, and then remove the finisher.

2. Open the front cover.

3. Make sure the blue marker is visible. If not, turn knob R2 until it is visible.

4. Remove the misfed paper.

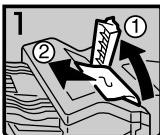
5. Hold lever R3, and then open the cover.

6. Remove the misfed paper.

7. Turn knob R4, and then remove the misfed paper.

(R)

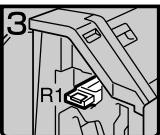
## 2 Tray finisher



1. Open the upper cover.  
2. Remove the misfed paper.



3. If you cannot remove the paper, open the cover next to the upper cover.



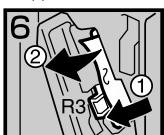
4. Open the front cover.  
5. Check the position of R1 lever.



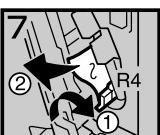
6. Hold up lever R1, and then remove the misfed paper.



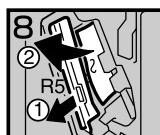
7. Lower R2 lever, and then remove the misfed paper.



8. If you cannot remove the misfed paper, lower R3 lever and then remove the misfed paper.

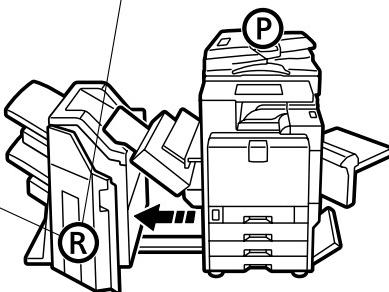


9. Push lever R4 to the right, and then remove the misfed paper.



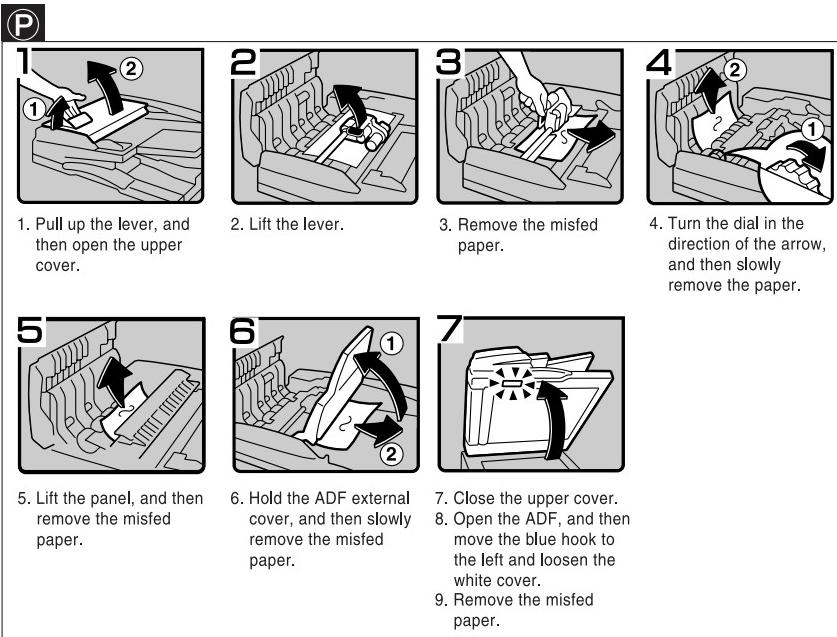
10. Slide R5 lever to the front, and then remove the misfed paper.

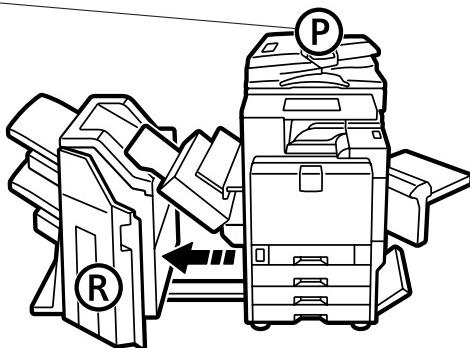
11. Close the front cover.



You can make an enlarged copy of this page and stick it on walls in the proximity of the machine.

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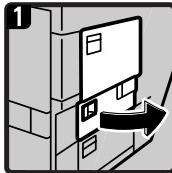


You can make an enlarged copy of this page and  
stick it on walls in the proximity of the machine.

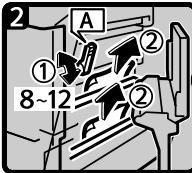
AFZ011S

(Z<sub>2</sub>)

When (Z<sub>2</sub>) is displayed (1)



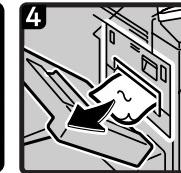
1. Open the lower right cover.



2. Move the [A] lever up and down to remove the misfed paper.



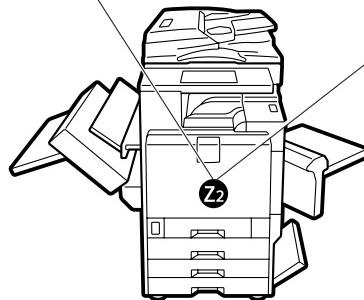
3. If (Z<sub>2</sub>) is still displayed, open the duplex reversal unit.



4. Check if there is any paper in the opening to the duplex reversal unit.

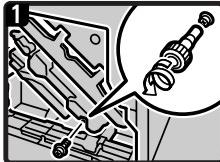
If (Z<sub>2</sub>) is still displayed, follow the procedure in "When (Z<sub>2</sub>) is displayed (2)".

5

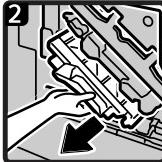


(Z2)

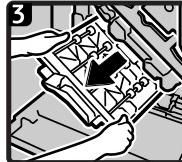
When (Z2) is displayed (2)



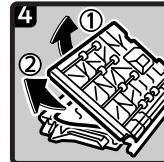
1. Using the green screw-driver inside the front cover, remove the screw holding the duplex feed unit.



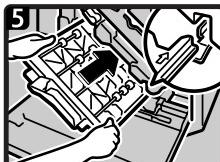
2. Grip the upper left area of the duplex feed unit and slowly pull it halfway out.



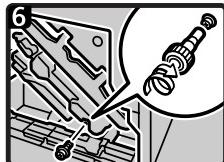
3. Hold the duplex feed unit with both hands, and slide it straight out.



4. Place the duplex feed unit gently on the floor. Slowly open it and remove the misfed paper.



5. Hold the duplex feed unit with both hands. Place it on the vertical rail and slide it in until it stops.



6. Reattach the duplex unit using the screw removed in step 2.

5

You can make an enlarged copy of this page and stick it on walls in the proximity of the machine.

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# Changing the Paper Size

## Preparation

Be sure to select the paper size with User Tools and the paper size selector. If you do not, misfeeds might occur. See p.56 "Tray Paper Size: Tray 2-4".

## Note

- Tray 1 and LCT (optional) use only A4 paper. To load 8 1/2" × 11", contact your service representative.
- Procedures for changing the paper size differ depending on the tray (tray 1 or other optional paper tray units). Make sure you are following the appropriate procedure before you begin.

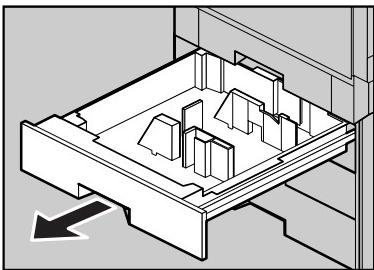
5

## Reference

For details about paper sizes and types, see p.171 "Copy Paper".

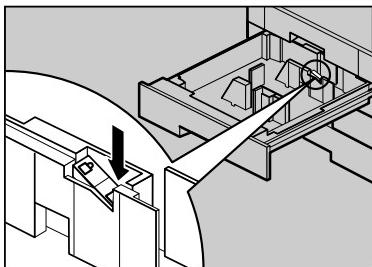
## Changing the Paper Size of the Paper Tray

- 1 Make sure the paper tray is not in use. Then, pull the paper tray out slowly.

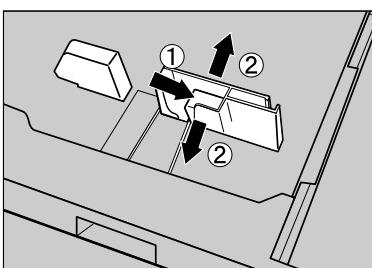


- 2 If paper is loaded in the tray, remove it.

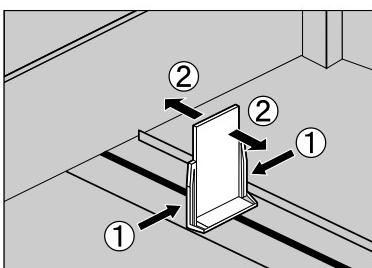
- 3 Set the paper guide lock to the "unlocked" position.



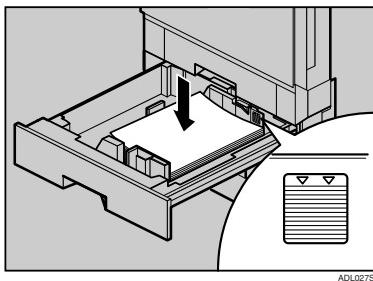
- 4 While pressing the release lever, adjust the side guides to the paper size.



- 5 Adjust the end guide to the paper size.



- 6** Square the paper, and then load it in the tray with the copying face down.



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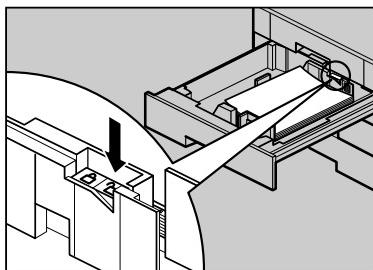
**Important**

- Do not stack paper over the limit mark.
- Check the top of the paper is aligned to the right side.

**Note**

- If there is space between the side guide and paper, bring the side guide flush against the edge of the paper.

- 7** Lock the side guide.



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- 8** Gently push the paper tray in until it stops.

- 9** Check the paper size shown on the display panel.

## If you load a paper size that is not selected automatically

If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel.

Following paper sizes that are not selected automatically.

- B5 JIS
- 8 1/2" x 14"
- 8 1/2" x 11"

- 1** Press the **[User Tools/Counter]** key.

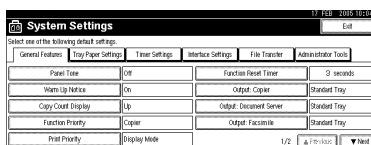


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- 2** Press **[System Settings]**.



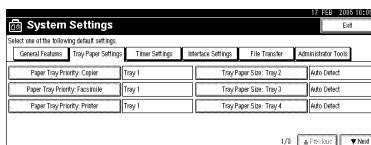
- 3** Press **[Tray Paper Settings]**.



- 4** Select the tray for which you want to change the paper settings.

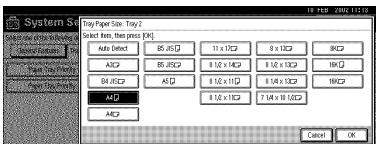
**Note**

- Press either of **[Tray Paper Size: Tray 2] to [Tray Paper Size: Tray 4]**.

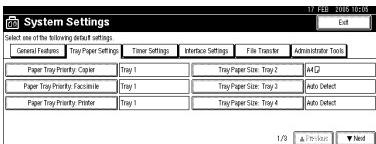


1/3 ▲/▼/Next ▼/Next

**5** Select the loaded paper size and feed direction, and then press [OK].



The set paper size and feed direction is displayed.



**5**

**6** Press the **【User Tools/Counter】** key.

The initial display is shown.

**Important**

- If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, repeat step **1** to **4**, and select "Auto Detect" in step **5**. The setting is returned to "Auto Detect".

# Adding Staples

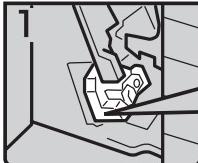
## Important

- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.

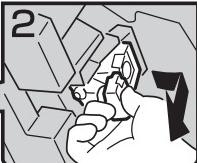
## Reference

For details about the type of finisher, see p.19 "External Options".

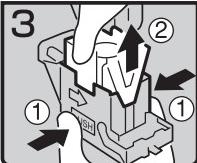
## 2 Tray Finisher



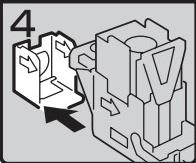
1. Open the front cover of the finisher.



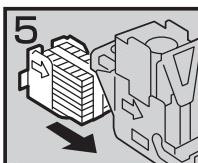
2. Hold the green lever, and then gently pull out the cartridge.



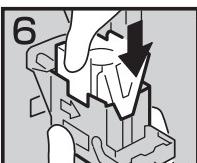
3. Hold both sides of the cartridge, and then raise the upper unit.



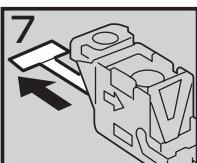
4. Remove the empty refill in the direction of the arrow.



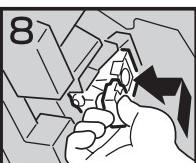
5. Push in the new cartridge until it clicks.



6. Gently push down the upper unit.

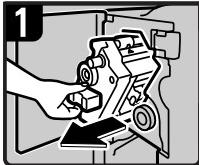


7. Pull out the ribbon.

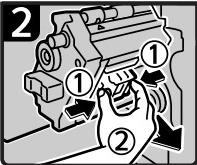


8. Hold the green lever while pushing in the cartridge until it clicks.  
9. Close the front cover of the finisher.

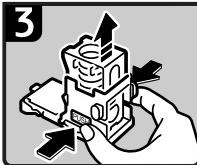
## Booklet Finisher



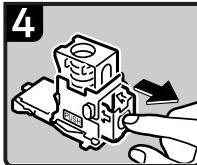
1. Open the front cover.  
2. Hold the lever, and then pull out the Staple unit.



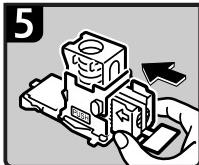
3. Push the cartridge button, and then pull out the cartridge while lifting the cartridge.



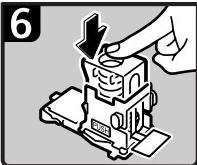
4. Hold both sides of the cartridge, and then pull up the upper unit of the cartridge.



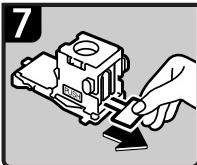
5. Remove the empty refill in the direction of the arrow.



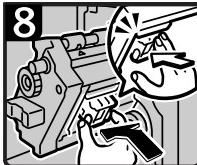
6. Push in the new cartridge until it clicks.



7. Gently push down the upper unit.



8. Pull out the ribbon.



9. Push in the cartridge until it clicks.  
10. Close the front cover of the finisher.

AFZ013S

# Removing Jammed Staples

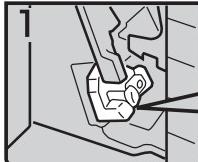
## Note

- Curled paper may cause staples to jam. To avoid this, turn copy paper over in the tray. If there is no improvement, change to a stiffer copy paper.
- After removing jammed staples, staples will not be ejected the first few times you try to use the stapler.

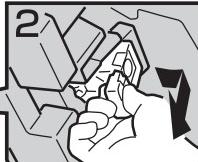
## Reference

For types of finisher, see p.19 "External Options".

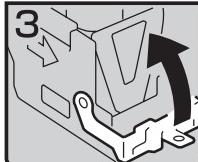
## 2 Tray Finisher



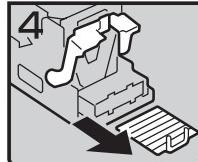
1. Open the front cover of the finisher.



2. Hold the green lever, and then gently pull out the cartridge.

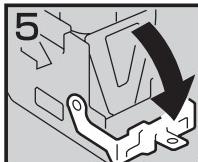


3. Open the faceplate of the cartridge.

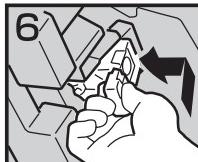


4. Remove any jammed staples.

5



5. Close the faceplate, pushing until it clicks.

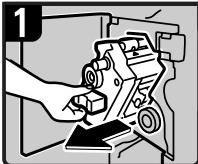


6. Hold the green lever, and then push in the cartridge until it clicks.

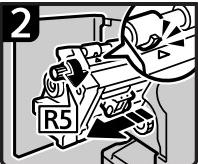
7. Close the front cover of the finisher.

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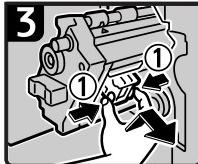
## Booklet Finisher



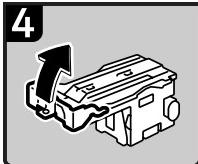
1. Open the front cover of the finisher.
2. Hold the lever, and then pull out the staple unit.



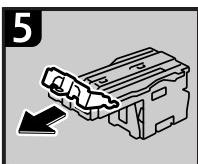
3. Turn knob R5 until the cartridge moves to the front.



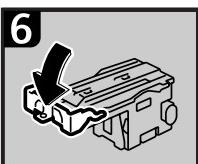
4. Push the cartridge button, and lift up while removing.



5. Open the cartridge's faceplate.



6. Remove any jammed staples.



7. Close the cartridge's faceplate.



8. Push in the cartridge until it clicks.
9. Close the front cover of the finisher.

5

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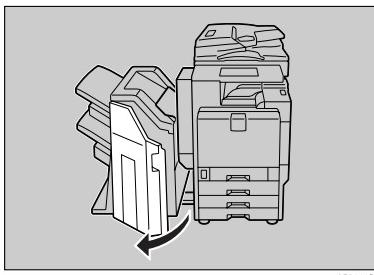
# Removing Punch Waste

## Note

- While "Punch Receptacle Full" is displayed, you cannot use the Punch function.

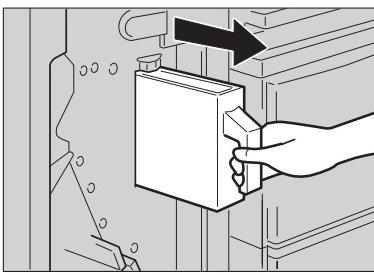
## 2 Tray Finisher

- 1** Open the front cover of the 2 tray finisher.



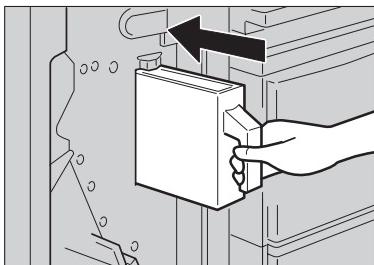
ADL023S

- 2** Pull out the punch waste box, and then remove punch waste.



ZDS0020J

- 3** Reinstall the punch waste box.



ZDS0030J

## Note

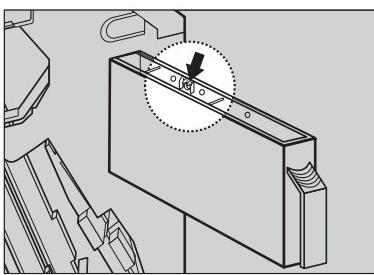
- If you do not, "Punch Receptacle Full" will remain displayed.

- 4** Close the front cover of the 2 tray finisher.

"Punch Receptacle Full" disappears.

## Note

- If the message is still displayed, reinstall the punch waste box.
- The message "Punch Receptacle Full" may appear even when the punch waste box is not yet full. If this happens, the position of the punch waste box (indicated by the arrow as shown) may be blocked by punch waste. Remove the punch waste.

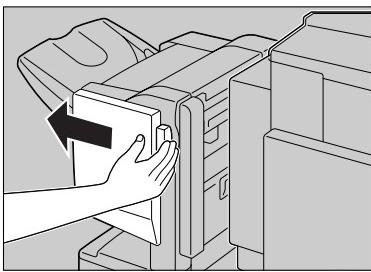


ZHVP010J

5

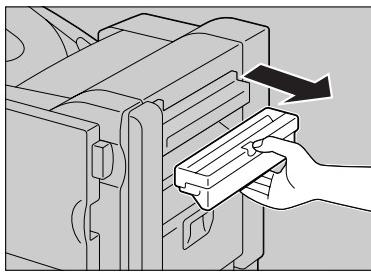
## Booklet Finisher

- 1** Hold the release lever, and then pull out the booklet finisher.

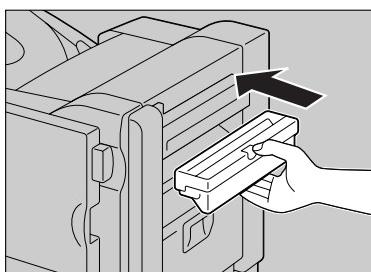


5

- 2** Pull out the punch waste box, and then remove the paper chips.



- 3** Reinstall the punch waste box.



**Note**

- If the message does not disappear, reinstall the punch waste box.

- 4** Attach the booklet finisher.

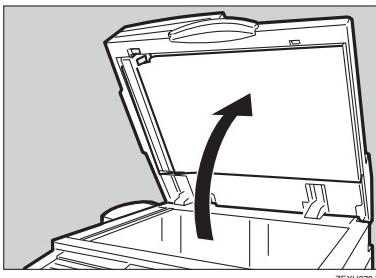
# Replacing the Stamp Cartridge

When the stamp begins to fade, replace the cartridge.

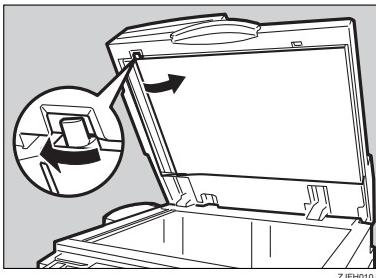
## Note

- This stamp cartridge is used for facsimile and scanner functions.
- Use the cartridge specified for this machine.
- Do not attempt to put ink into the cartridge. Doing so will result in leakage.
- Be sure not to dirty your fingers with ink from the cartridge.

## 1 Open the ADF unit.

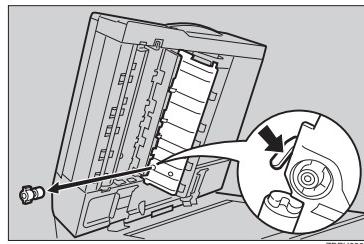


## 2 Open the stamp cover.



## 3 Pull out the old stamp cartridge.

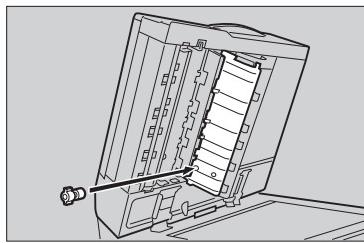
Tap the cartridge lock lever several times. The cartridge will eject. Then remove the cartridge, while pushing the lock lever.



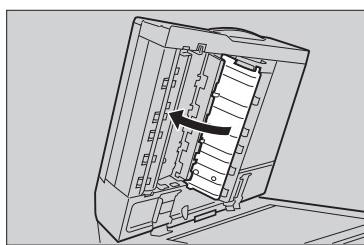
5

## 4 Insert the new stamp cartridge.

Insert the cartridge until the metal parts are no longer visible.



## 5 Press the stamp cover back in until it clicks.



## 6 Close the ADF unit.

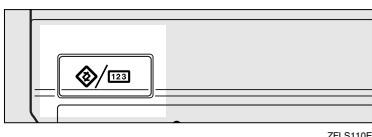
# Adjusting the Colour Registration

When the machine is moved, the Fusing Unit is replaced, or after printing repeatedly for some time, registration shifting might occur. By performing colour registration adjustment, you can maintain optimum print results.

## Auto Colour Registration

If the colour documents show registration shifting, perform automatic colour registration.

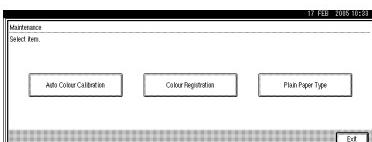
- 1** Press the [User Tools/Counter] key.



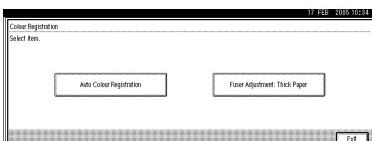
- 2** Press [Maintenance].



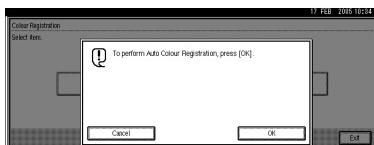
- 3** Press [Colour Registration].



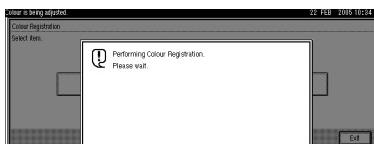
- 4** Press [Auto Colour Registration].



- 5** Press [OK].



Auto colour registration will be started.



Auto colour registration takes about fifty seconds. When it is completed, the display returns to the colour registration menu.

- 6** When you have made all the settings, press the [User Tools/Counter] key.

The initial display is shown.

## Fuser Adjustment for Thick Paper

### When colour shifting occurs using thick paper

Follow the procedure below if colour shifting occurs when you use the thick paper of A4 size or larger.

#### Important

- When the toner cartridge is almost empty, "Fuser Adjustment: Thick Paper" is not available. Replace the toner cartridge before the adjustment.

### Note

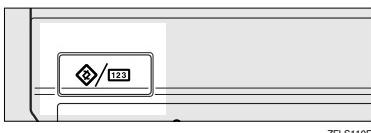
□ Thick paper is needed for the adjustment. Prepare thick paper similar to what you normally use.

### **1** Load the A4 or larger thick paper in the Bypass Tray.

#### Reference

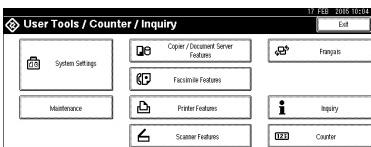
For details about paper size and the procedure for loading paper in the Bypass tray, see "Copying from the Bypass tray", *Copy Reference*

### **2** Press the [User Tools/Counter] key.

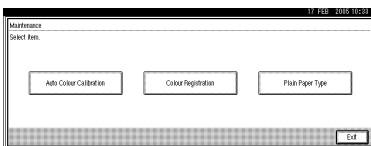


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### **3** Press [Maintenance].

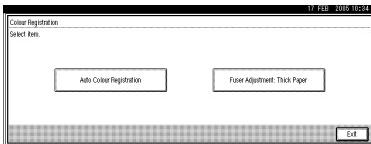


### **4** Press [Colour Registration].



Exit

### **5** Press [Fuser Adjustment: Thick Paper].



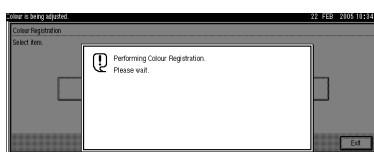
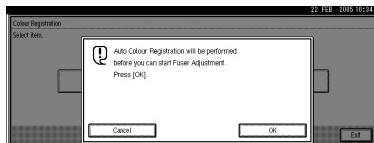
Exit

### Important

□ When the toner cartridge is almost empty "Fuser Adjustment cannot be performed. Replace Toner cartridge." appears on the panel display.

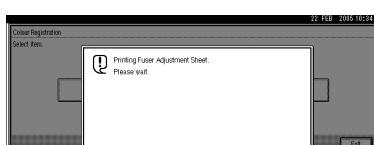
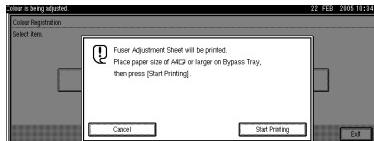
### **6** Press [OK].

Auto Colour Registration begins.

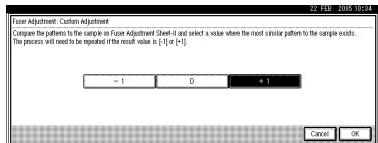


### **7** Make sure that following message appears on the display, and then press [Start Printing].

Fuser Adjustment Sheet II is printing. See p.139 "Checking the Fuser Adjustment Sheet".



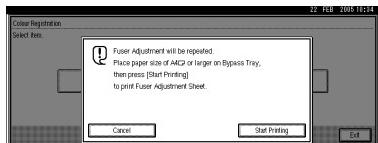
- 8** Compare the sample with the printed pattern box at the bottom of the Fuser Adjustment Sheet II. Specify which square in the box matches the sample.



If you specify “0”, setting is finished and the display that appeared in step returns.

If you specify “-1” or “+1”, the following display appears.

5



Press **[Start Printing]**. An adjusted Fuser Adjustment Sheet II is printed and the display that appeared in Step 8 reappears. Keep adjusting until the printed pattern looks the same as the printed pattern, and then specify “0”.

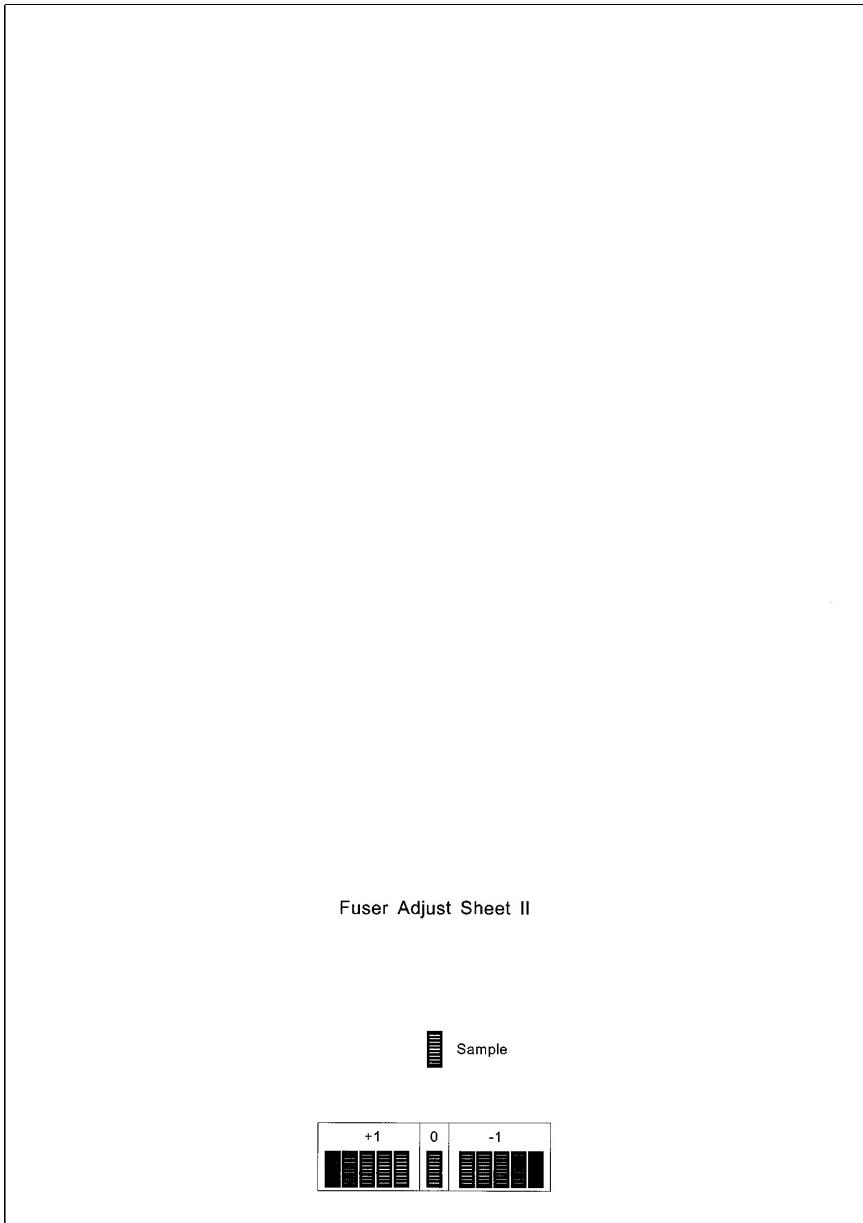
- 9** After making all the settings, press the **[User Tools/Counter]** key.

The initial display is shown.

## Checking the Fuser Adjustment Sheet

Following image is sample of the test sheet.

### ◆ Fuser Adjust Sheet II



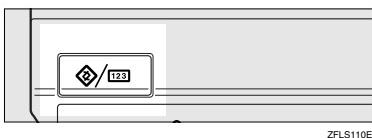
## Auto Colour Calibration

If a certain colour is strong or the colour of the copy differs from the original, adjust the yellow, magenta, cyan and black balance.

### Note

- If "Toner is almost empty." is shown on the display panel, the test pattern cannot be printed.

### 1 Press the **[User Tools/Counter]** key.



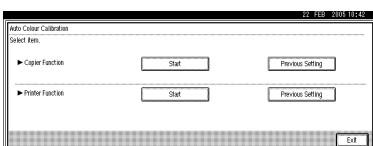
5

### 2 Press **[Maintenance]**.



### 3 Press **[Auto Colour Registration]**.

### 4 Press **[Start]** on the "Copier Function".



### Note

- When performing the auto colour calibration from the copy function, press **[Start]** under Copier Function. When performing from the printer function, press **[Start]** under Printer Function.

### 5 Press **[Start Printing]** and a test pattern will be printed.

### Note

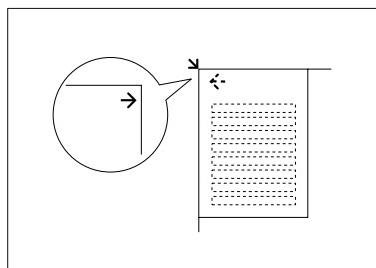
- When performing the auto colour calibration from the printer function, select test patterns from **[600 x 600 dpi]**, **[1800x600 dpi]** and **[1200 x 1200 dpi]** and then press **[Start Printing]**.
- The test pattern will be printed on an A4<sup>□</sup>, 8<sup>1</sup>/<sub>2</sub>"×11"<sup>□</sup> size page (If A4<sup>□</sup> is not available then A3<sup>□</sup>, B4 JIS<sup>□</sup> will be used.). Make sure to check the paper set in the paper tray.
- The counter will not proceed when the test pattern is printed.

### 6 Place the test pattern on the exposure glass and press **[Start Scanning]**.

The image will be corrected after "Please wait." disappears.

### Note

- The test pattern will not be read if it is set in the ADF.
- Set the test pattern in the following way:



GCCLCPIE

- When the ADF is installed, make sure to set the test pattern on the exposure glass, and then 2 or 3 white sheets, same size as the test pattern, above the test pattern.

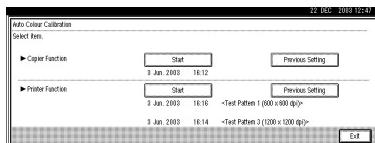
## Returning to the previous setting

### Note

- "Previous Setting" means to return to the previous status before any changes.

### **① Press [Previous Setting] in the "Auto Colour Calibration".**

When returning the auto colour calibration of the copy function, press [**Previous Setting**] of the Copier Function. If returning the auto colour calibration of the printer function, press [**Previous Setting**] of the Printer Function.



### **② Press [Yes].**

The settings return to the previous contents.



# 6. Remarks

## Dos and Don'ts

### **WARNING:**

- ***Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.***

### **CAUTION:**

- ***Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.***

### **Important**

- Do not turn the power off while the On indicator is lit or blinking. Doing so may damage the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the display. See p.27 "Turning Off the Power" and p.27 "Turning Off the Main Power".
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas may become hot.
- After scanning originals continuously, the exposure glass may become warm—this is not a malfunction.

- The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.
- When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.
- Do not turn off the power when the machine is in operation.
- The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change.
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move the machine when the power is on.
- The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change. To avoid possible condensation, this machine is equipped with anti-condensation heaters. Even when the main power switch is off, the machine continues to maintain a stable temperature when the anti-condensation heaters are on.
- If you operate the machine improperly or a machine failure occurs, settings might be lost. Be sure to make a note of your machine settings.
- The supplier shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine.

## Saving Colour Copies

- There is no difference between colour prints and colour copies in terms of fading. However, for long-term storage, make sure to store them in a binder away from direct sunlight.
- Toner may melt if a print and a half-dried print are put on top of each other.
- Toner may also melt when using solvent type adhesive agents for pasting prints.
- When folding prints, toner in the folds will come off.
- Toner may melt if it is placed on mats made of chlorinated plastic in locations of high temperature for long periods of time.
- Toner may melt if prints are placed in places of extremely high temperatures, such as near heaters.

# Toner

## Handling Toner

### **WARNING:**

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***

### **CAUTION:**

- ***Keep toner (used or unused) and toner containers out of reach of children.***

### **Important**

Fault may occur if you use toner other than the recommended type.

### **Reference**

To add toner, see p.114 “ Adding Toner”.

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## Toner Storage

When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

## Used Toner

### **Note**

Toner cannot be re-used.

# Where to Put Your Machine

## Machine Environment

Choose your machine's location carefully. Environmental conditions greatly affect its performance.

### Optimum environmental conditions

#### **⚠ CAUTION:**

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

#### **⚠ CAUTION:**

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10-32 °C (50-89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)
- Humidity: 15-80% (temperature to be 27 °C, 80.6 °F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inches: both front to rear and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m<sup>3</sup>/hr/person.

## Environments to avoid

- Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Locations close to machines generating ammonia, such as a diazo copy machine.
- Places where the machine will be subject to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

## Moving

#### **⚠ CAUTION:**

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

#### **Important**

- Be careful when moving the machine. Take the following precautions:
  - Turn off the main power. See p.27 "Turning Off the Main Power".
  - Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.

- Close all covers and trays, including the front cover and bypass tray.
- Move the machine carefully. If you do not, it could result in damage and stored files might be lost.
- Do not take off the holding stand.
- Protect the machine from strong shocks. Impact can damage the hard disk and cause stored files to be lost. As a precautionary measure, files should be copied to another computer.

- When the main power switch is in the stand-by position, the optional anti-condensation heaters are on. In an emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

## Power Connection

### **⚠ WARNING:**

- ***Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

### **⚠ CAUTION:**

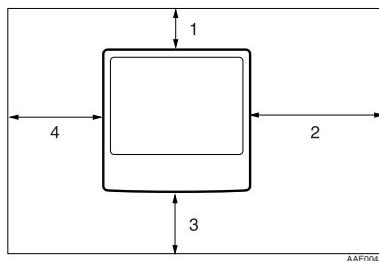
- ***Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.***

### **⚠ CAUTION:**

- ***When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).***

## Access to the Machine

Place the machine near the power source, providing the clearance areas shown.



1. Rear: more than 10 cm (4")
2. Right: more than 55 cm (21.7")
3. Front: more than 70 cm (27.6")
4. Left: more than 46 cm (18.2")

### **Note**

- For the required space when options are installed, contact your service representative.

# Maintaining Your Machine

If the exposure glass, exposure glass cover, or ADF belt is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

## ◆ Cleaning the machine

Wipe the machine with a soft, damp cloth, and then wipe it with a dry cloth to remove the water.

### Important

- Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those explicitly specified in this manual. Other parts should be cleaned only by your service representative.

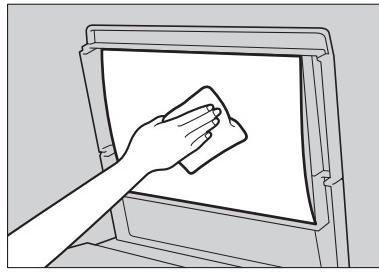
6

## Cleaning the Exposure Glass

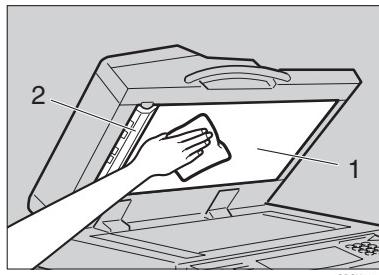


Clean 1 and 2.

## Cleaning the Exposure Glass Cover



## Cleaning the Auto Document Feeder

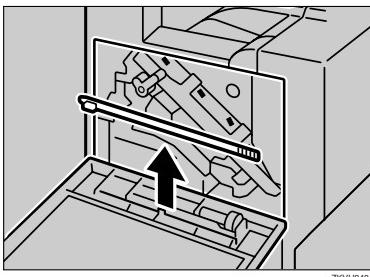


Clean 1 and 2.

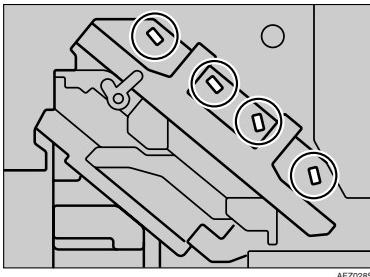
# Cleaning the Dustproof Glass

The dustproof glass may require cleaning if white lines appear on the print side of the document.

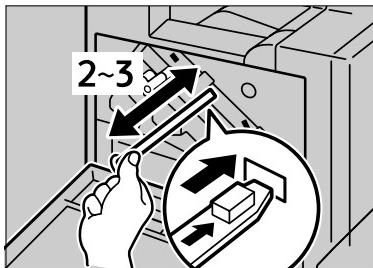
- 1** Turn off the power switch, and then unplug the power cable.
- 2** Open the front cover and remove the cleaning brush.



There are four holes for cleaning the dustproof glass.



- 3** Slide the cleaning brush in and out slowly 2 to 3 times to clean all four areas.



## Important

- Do not insert the brush forcefully, or the machine might be damaged.

- 4** Return the cleaning brush to its original position.
- 5** Plug in the power cable, and then turn on the power switch.

# Earth Leakage Breaker

To prevent electric shock this machine has an earth leakage breaker. The earth leakage breaker is normally in the on position.

Once a month, check that it functions properly by following the procedure below.

## Important

- If the earth leakage breaker is not functioning normally, contact your sales or service representative.

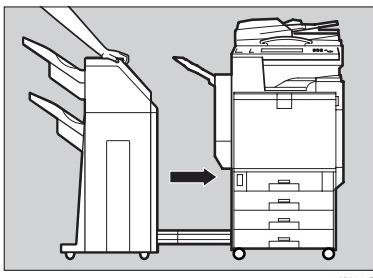
**1** Make sure the exposure glass cover or the ADF is closed.

**2** Turn off the power.

## Reference

⇒ p.27 "Turning Off the Power", p.27 "Turning Off the Main Power"

**3** If the finisher is installed, detach it from the machine.

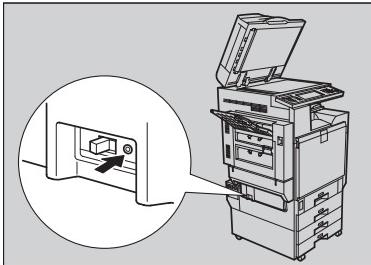


ADL01SS

## Note

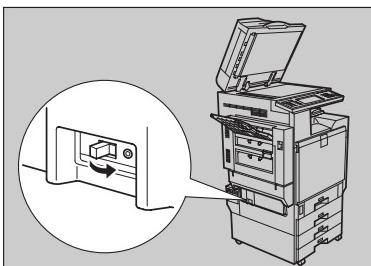
- The above illustration shows the 2 tray finisher. If you are using the Booklet finisher, detach it in the same way.

**4** Using the tip of a ball-point pen, press the test button of the earth leakage breaker.



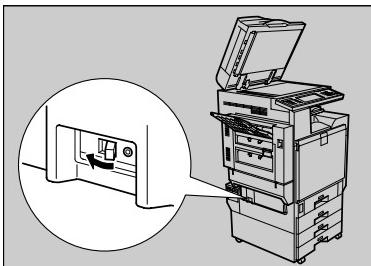
ADL010S

**5** Confirm that the earth leakage breaker switch moves to the off position.



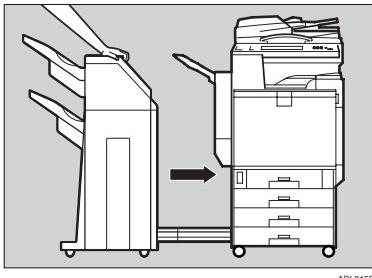
ADL012S

**6** Turn the switch to the on position.



ADL013S

**7** If the finisher is installed, reattach it to the machine.



ADL015S

**Note**

- The above illustration shows the 2 tray finisher. If you are using the Booklet finisher, reattach it in the same way.

**8** Turn on the main power switch of the machine.

6

**Note**

- If the power does not come on, check if the earth leakage breaker is in the off position. If so, do not turn it to the on position. Contact your sales or service representative immediately.

**⚠ WARNING:**



- Do not turn the earth leakage breaker from the off to the on position. Otherwise it might lead to an electric shock, fire or smoke, or cause the circuit breakers to trip.*

# Replacing the Waste Toner Bottle

**⚠ WARNING:**

- *Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.*

**⚠ CAUTION:**

- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Otherwise, an injury might occur.*
- *Keep toner (used or unused) and the toner cartridge out of reach of children.*

If the message "Used Toner Bottle Replacement", "Used Toner Bottle is full.", and "Please replace Used Toner Bottle." are displayed, either replace it on your own by following the procedure below or call your service representative.

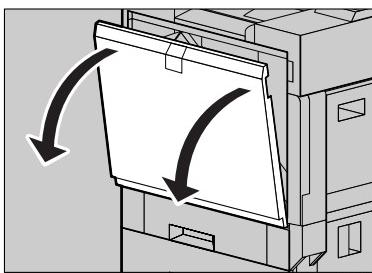
6

**Note**

- Service differ depending on the maintenance service contract.

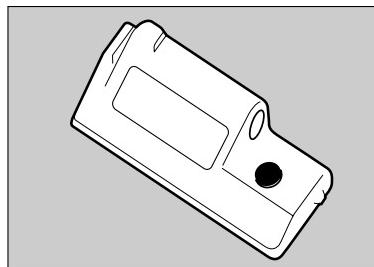
**1** Turn off the power, and then unplug the power cable.

**2** Slowly open the front cover by pulling down from the two areas on the left and right.



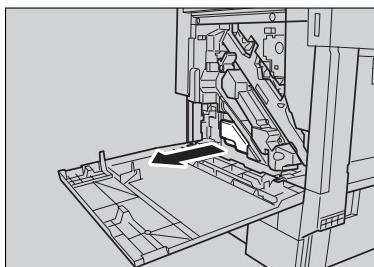
AFZ016S

**3** Take the new waste toner bottle out of the bag.



ZDJH228J

**4** Slowly remove the used waste toner bottle from inside the machine.

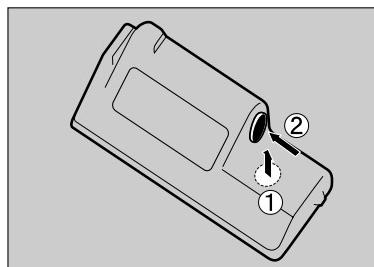


AFZ015S

**Important**

- Be sure to remove the waste toner bottle horizontally.

**5** Remove the lid (①), and then put it in the position shown in the illustration (②).



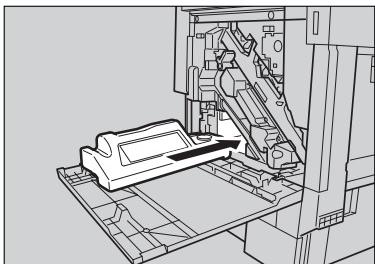
ZDJH228J

**6** Put the used waste toner bottle into the bag that contained the new waste toner bottle, and then seal the bag.

**Important**

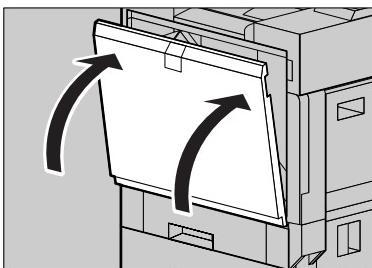
- Be sure to handle the bottle carefully so waste toner does not spill.

**7** Insert the new waste toner bottle as shown.



AFZ016S

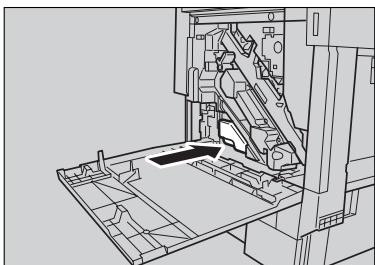
**9** Slowly close the front cover by pushing the two areas on the left and right.



AFZ019S

**10** Plug in the power cable, and then turn on the power.

**8** Push it in until it stops.



AFZ017S

**Important**

- Be sure to firmly insert the waste toner bottle to avoid toner leakage inside the machine.

# Other Functions

## Inquiry

The inquiry function lets you check the telephone numbers to contact for repairs or ordering toner. Be sure to contact your service engineer to verify the following:

### ◆ Consumables

- Telephone No. to order
- Toner
- Staple
- TX Stamp Name

### ◆ Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

### ◆ Sales Representative

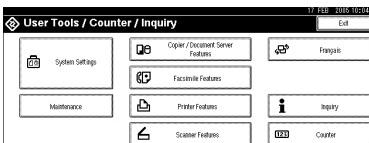
- Telephone No.

### 1 Press the [User Tools/Counter] key.



ZFLS110E

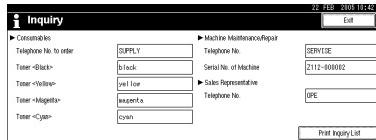
### 2 Press [Inquiry].



Inquiry information appears.

## Printing inquiry information

### 1 Press [Print Inquiry List].



### 2 Press the [Start] key.

Inquiry information is printed.

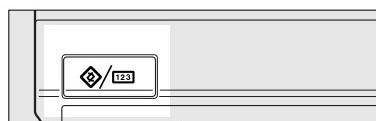
### 3 Press [Exit].

### 4 Press [Exit].

## Changing the Display Language

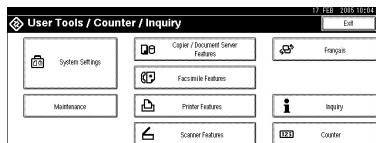
You can change the language used on the display. English is set as default.

### 1 Press the [User Tools/Counter] key.



ZFLS110E

### 2 Press [Français].



The language is changed to French.

### 3 Press [Exit].

The menu appears in French.

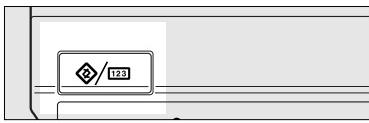
## Changing Paper Thickness Settings

Select [Normal] or [Middle Thick/91-105g/m<sup>2</sup>] depending on the type of plain paper.

### Note

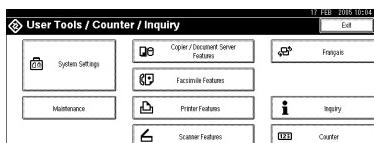
- Settings will not be cleared even when the **【Clear Modes】** key is pressed or the power is turned off.
- All paper trays are set to **[Normal]** as default.

### 1 Press the **【User Tools / Counter】** key.



ZFLS110E

### 2 Press **[Maintenance]**.



### 3 Press **[Plain Paper Type]**.

### 4 Select the plain paper type for each tray depending on the paper to be set and press **[OK]**.

### Note

- When printing on paper thicker than 91 g/m<sup>2</sup>(24 lb.), select **[Middle Thick/91-105g/m<sup>2</sup>]**.

### 5 Press **[OK]**.

### 6 Press **[Exit]**.

# Counter

## Displaying the Total Counter

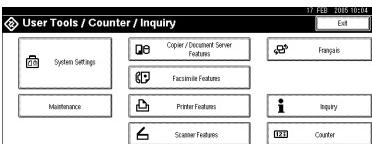
You can display the total counter value used for all functions.

- 1** Press the **【User Tools/Counter】** key.



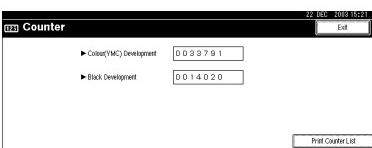
ZRLS110E

- 2** Press **[Counter]**.



6

- 3** To print a counter list, press **[Print Counter List]**.



- 4** Press the **【Start】** key.

A counter list prints out.

# 7. Entering Text

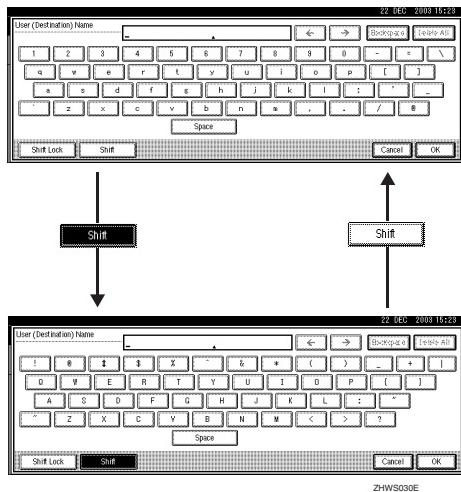
## Entering Text

This section describes how to enter characters. When you enter a character, it appears at the position of the cursor. If there is a character already at the cursor position, the entered character appears before it.

### Available Characters

- Alphabetic characters  
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals  
0123456789

### Keys



#### Note

- When entering uppercase or lowercase letters continuously, use [Shift Lock] to lock the case.

## How to Enter Text

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### Entering letters

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- 1** Press [Shift] to switch between uppercase and lowercase.
  - 2** Press the letters you want to enter.
- 

### Deleting characters

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- 1** Press [Backspace] or [Delete All] to delete characters.

# 8. Specifications

## Main Unit

- ❖ **Configuration:**  
Desktop
- ❖ **Photosensitivity type:**  
OPC drum
- ❖ **Original scanning:**  
One-dimensional solid scanning system through CCD
- ❖ **Copy process:**  
Dry electrostatic transfer system
- ❖ **Development:**  
Dry two-component magnetic brush development system
- ❖ **Fusing:**  
Oilless belt fusing
- ❖ **Resolution:**  
600 dpi
- ❖ **Exposure glass:**  
Stationary original exposure type
- ❖ **Original reference position:**  
Rear left corner
- ❖ **Warm-up time:**  
99 seconds or less (23 °C)
- ❖ **Originals:**  
Sheet/book/objects
- ❖ **Maximum original size:**  
A3□, 11" × 17"□

❖ **Copy paper size:**

- Trays: A3□– A5□, 11" × 17"□ – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"□
- Bypass: A3□– A6□, 11" × 17"□ – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"□
- Bypass (custom size):  
Vertical: 90.0 – 305.0 mm, 3.55" – 12.00"  
Horizontal: 148.0 – 457.2mm, 5.83" – 18.00"
- Duplex: A3□– A5□, 11" × 17"□ – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"□ (except A5□, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"□)
- LCT: A4□, 8<sup>1</sup>/<sub>2</sub>" × 11"□

❖ **Paper weight:**

- Paper tray: 60 – 105 g/m<sup>2</sup>, 16 – 28 lb.
- Bypass tray: 60 – 163 g/m<sup>2</sup>, 16 – 43.6 lb.
- Duplex: 60 – 105 g/m<sup>2</sup>, 16 – 28 lb.

❖ **Non-reproduction area:**

- Leading edge: 1.5–5.0mm, 0.06"-0.20"
- Trailing edge: 0.5–6.0mm, 0"-0.24"
- Left edge: 0.5–4.0mm, 0"-0.16"
- Right edge: 0.5–4.0 mm, 0"-0.16"

❖ **First copy time:**

- Types 1,2:
  - Colour: 10 seconds or less
  - B&W: 8 seconds or less
- Type 3
  - Colour: 8 seconds or less
  - B&W: 6 seconds or less

❖ **Copying speed: (Type 1) Full Colour / B&W**

- 13/16 copies/minute (A3□, 11" × 17"□)
- 24/28 copies/minute (A4□, 8<sup>1</sup>/<sub>2</sub>" × 11"□)

❖ **Copying speed: (Type 2) Full Colour / B&W**

- 13/16 copies/minute (A3□, 11" × 17"□)
- 28/35 copies/minute (A4□, 8<sup>1</sup>/<sub>2</sub>" × 11"□)

❖ **Copying speed: (Type 3) Full Colour / B&W**

- 16/19 copies/minute (A3□, 11" × 17"□)
- 35/45 copies/minute (A4□, 8<sup>1</sup>/<sub>2</sub>" × 11"□)

◆ **Reproduction ratio:**

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full size	100%	100%
Reduction	93%	93%
	82%	85%
	75%	78%
	71%	73%
	65%	65%
	50%	50%
	25%	25%

Zoom: From 25 to 400% in increments of 1%.

◆ **Maximum continuous copy run:**

999 sheets

◆ **Paper capacity:**

- Tray 1, 2: 500 sheets (80 g/m<sup>2</sup>, 20 lb.)
- Bypass tray: 100 sheets (80 g/m<sup>2</sup>, 20 lb.)

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◆ **Power consumption:**

- Main unit only

	Type 1	Type 2	Type 3
Warm-up	about 1.35 kw	about 1.35 kw	about 1.4 kw
Stand-by	about 0.25 kw	about 0.25 kw	about 0.25 kw
During printing	about 0.7 kw	about 0.7 kw	about 0.85 kw
Maximum	less than 1.68 kw	less than 1.68 kw	less than 1.68 kw

- Complete system <sup>\*1</sup>

	Type 1	Type 2	Type 3
Warm-up	about 1.41 kw	about 1.41 kw	about 1.46 kw
Stand-by	about 0.28 kw	about 0.28 kw	about 0.28 kw
During printing	about 0.95 kw	about 0.95 kw	about 1.1 kw
Maximum	less than 1.68 kw	less than 1.68 kw	less than 1.68 kw

<sup>\*1</sup> The complete system consists of the main unit, ADF, finisher and LCT.

❖ **Dimensions (W × D × H up to exposure glass):**

670 × 698 × 859 mm, 26.4" × 27.5" × 33.9"

❖ **Space for main unit (W × D):**

Types 1, 2, 3: 1285 × 698 mm, 50.6" × 27.5" (Bypass tray extender is used for large size paper)

❖ **Noise emission <sup>\*1</sup>:**

Sound power level:

- Main unit only

	Type 1	Type 2	Type 3
Stand-by	Less than 40 dB (A)	Less than 40 dB (A)	Less than 40 dB (A)
Copying	Less than 65 dB (A)	Less than 67 dB (A)	Less than 67 dB (A)

- Complete system <sup>\*3</sup>

	Type 1	Type 2	Type 3
Stand-by	Less than 40 dB (A)	Less than 40 dB (A)	Less than 40 dB (A)
Copying	Less than 71 dB (A)	Less than 71 dB (A)	Less than 73 dB (A)

Sound pressure level <sup>\*2</sup>

- Main unit only

	Type 1	Type 2	Type 3
Stand-by	Less than 24 dB (A)	Less than 24 dB (A)	Less than 24 dB (A)
Copying	Less than 52 dB (A)	Less than 52 dB (A)	Less than 54 dB (A)

- Complete system <sup>\*3</sup>

	Type 1	Type 2	Type 3
Stand-by	Less than 24 dB (A)	Less than 24 dB (A)	Less than 24 dB (A)
Copying	Less than 59 dB (A)	Less than 59 dB (A)	Less than 61 dB (A)

<sup>\*1</sup> The above measurements, made in accordance with ISO 7779 are actual values.

<sup>\*2</sup> Measured at the position of the bystander.

<sup>\*3</sup> The complete system consists of the main unit, ADF, finisher and LCT.

**◆ Weight:**

Types 1, 2, 3: Approx. 120 kg, 264.6 lb.

**◆ HDD:**

40 GB × 2

- Capacity for Document Server  
37.5 GB
- Capacity for memory sorting  
14.4–17.2 GB
- Capacity for others  
8 GB or more

# Options

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## Exposure Glass Cover

---

Lower this over originals for copying.

---

## Auto Document Feeder

---

◆ **Mode:**

ADF mode, Batch mode, SADF mode, Mixed Size mode, Custom Size Originals mode Auto detect (A4, 8<sup>1</sup>/<sub>2</sub>" × 11")

◆ **Original size:**

- A3□–B6 JIS \*1 □□  
Vertical : 128–297mm, 5.1"-11.7"  
Horizontal : 128–432mm, 5.1"-17.0" \*2
- 11" × 17"□–5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"□□

◆ **Original weight:**

- One-sided originals: 40–128 g/m<sup>2</sup> (11–34 lb.)
- Two-sided originals: 52–105 g/m<sup>2</sup> (14–28 lb.)

◆ **Maximum number of originals:**

80 sheets (80 g/m<sup>2</sup>, 20 lb.) or less than 11 mm, 0.43"

◆ **Maximum power consumption:**

Less than 60 W (power is supplied from the main unit)

◆ **Dimensions (WxDxH):**

570 × 518 × 150 mm, 22.5" × 20.4" × 6.0"

◆ **Weight:**

Approx. 12 kg, 26.5 lb.

\*1 B6 JIS-sized originals cannot be detected if they are two-sided.

\*2 While using the fax function, it can read a maximum of 1200mm.

 **Note**

□ Specifications are subject to change without notice.

## 2 Tray Finisher

Finisher Shift Tray 1:

◆ **Paper size:**

A3□, B4 JIS□, A4□□, B5 JIS□□, A5□, 11"×17"□, 8<sup>1</sup>/<sub>2</sub>"×14"□, 8<sup>1</sup>/<sub>2</sub>"×11"□□

◆ **Paper weight:**

60 – 105 g/m<sup>2</sup>, 16 – 28 lb.

◆ **Stack capacity:**

- 500 sheets (A4□□, B5 JIS□□, A5□, 8<sup>1</sup>/<sub>2</sub>"×11"□□) (80 g/m<sup>2</sup>, 20 lb.)
- 250 sheets (A3□, B4 JIS□, 8<sup>1</sup>/<sub>2</sub>"×14"□, 11"×17"□) (80 g/m<sup>2</sup>, 20 lb.)

Finisher Shift Tray 2:

◆ **Paper size:**

A3□, B4 JIS□, A4□□, B5 JIS□□, A5□, 11"×17"□, 8<sup>1</sup>/<sub>2</sub>"×14"□, 8<sup>1</sup>/<sub>2</sub>"×11"□□

◆ **Paper weight:**

60 – 105 g/m<sup>2</sup>, 16 – 28 lb.

◆ **Stack capacity:**

No Staple:

- 2,000 sheets (A4□, 8<sup>1</sup>/<sub>2</sub>"×11"□) (80 g/m<sup>2</sup>, 20 lb.)
- 750 sheets (A3□, B4 JIS□, A4□, B5 JIS□□, 11"×17"□, 8<sup>1</sup>/<sub>2</sub>"×14"□, 8<sup>1</sup>/<sub>2</sub>"×11"□) (80 g/m<sup>2</sup>, 20 lb.)
- 500 sheets (A5□) (80 g/m<sup>2</sup>, 20 lb.)

Staple:

- 1,500 sheets (A4□, 8<sup>1</sup>/<sub>2</sub>"×11"□) (80 g/m<sup>2</sup>, 20 lb.)
- 750 sheets (A3□, B4 JIS□, A4□, B5 JIS□□, 11"×17"□, 8<sup>1</sup>/<sub>2</sub>"×14"□, 8<sup>1</sup>/<sub>2</sub>"×11"□) (80 g/m<sup>2</sup>, 20 lb.)

◆ **Staple capacity:**

- 2–50 sheets (A4□□, B5 JIS□□, 8<sup>1</sup>/<sub>2</sub>"×11"□□) (80 g/m<sup>2</sup>, 20 lb.)
- 2–30 sheets (A3□, B4 JIS□, 11"×17"□, 8<sup>1</sup>/<sub>2</sub>"×14"□) (80 g/m<sup>2</sup>, 20 lb.)

◆ **Staple paper size:**

A3□, B4 JIS□, A4□□, B5 JIS□□, 11"×17"□, 8<sup>1</sup>/<sub>2</sub>"×14"□, 8<sup>1</sup>/<sub>2</sub>"×11"□□

◆ **Staple paper weight:**

64 – 90 g/m<sup>2</sup>, 17 – 24 lb.

◆ **Staple position:**

- 1 staple – 3 positions
- 2 staples – 2 positions

◆ **Power consumption:**

Less than 60 W (power is supplied from the main unit)

◆ **Dimensions (W × D × H):**

680 × 620 × 1,030 mm, 26.8" × 24.5" × 40.6" (including trays)

◆ **Weight:**

Approx. 55 kg, 121.3 lb.

---

## Punch Kit (2 tray finisher)

---

◆ **Paper size**

- 2 holes: A3□– A5□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 14"□
- 3 holes: A3□, B4 JIS□, A4□, B5 JIS□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 11"□
- 4 holes:
  - Metric version: A3□, B4 JIS□, A4□, B5 JIS□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 11"□
  - Narrow 2 × 2 version: A3□– A5□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 14"□

◆ **Paper weight:**

- 4 holes: 52 – 163 g/m<sup>2</sup>, 14 lb. – 43 lb.
- 2 or 3 holes: 52 – 163 g/m<sup>2</sup>, 14 lb. – 43 lb.

◆ **Power consumption:**

26.4 W (power is supplied from the main unit.)

◆ **Dimensions (W × D × H):**

142 × 456 × 92 mm, 55.9 × 179.5 × 36.2 in

◆ **Weight:**

Approx. 2.9 kg, 6.4 lb

 **Note**

□ Specifications are subject to change without notice.

---

## Booklet Finisher

---

Finisher Shift Tray:

◆ **Paper size:**

A3□, B4 JIS□, A4□, B5 JIS□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 11"□, 8<sup>1</sup>/<sub>2</sub>" × 14"□

◆ **Paper weight:**

60 – 128 g/m<sup>2</sup>, 16 – 34 lb.

◆ **Stack capacity:**

No Staple:

- 1,000 sheets (A4, B5 JIS, 8<sup>1</sup>/<sub>2</sub>" × 11" (80 g/m<sup>2</sup>, 20 lb.))
- 500 sheets (A3, B4 JIS, 11" × 17" (80 g/m<sup>2</sup>, 20 lb.))

Staple:

- 1000 sheets (A4, B5 JIS, 8<sup>1</sup>/<sub>2</sub>" × 11" (80 g/m<sup>2</sup>, 20 lb.))
- 500 sheets (A3, B4 JIS, 11" × 17" (80 g/m<sup>2</sup>, 20 lb.))

◆ **Staple capacity:**

- 50 sheets (A4, B5 JIS, 8<sup>1</sup>/<sub>2</sub>" × 11" (80 g/m<sup>2</sup>, 20 lb.))
- 25 sheets (A3, B4 JIS, 11" × 17" (80 g/m<sup>2</sup>, 20 lb.))

◆ **Staple paper size:**

A3, B4 JIS, A4, B5 JIS, 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 14", 8<sup>1</sup>/<sub>2</sub>" × 11"

◆ **Staple paper weight:**

64 – 80 g/m<sup>2</sup>, 17 – 21 lb.

◆ **Staple position:**

- 1 staple – 2 positions
- 2 staples – 1 position

◆ **Saddle stitch**

- Paper size:  
A3, B4 JIS, A4, 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 11", 8<sup>1</sup>/<sub>2</sub>" × 14" (80 g/m<sup>2</sup>, 20 lb.)
- Saddle stitching capacity: 10 sheets
- Stack capacity:  
1–5 sheets: 20 sets  
6–10 sheets: 10 sets
- Folding: Centre folding
- Paper weight:  
64 – 80 g/m<sup>2</sup>, 17 – 20 lb.
- Saddle Stitch – 1 position

◆ **Power consumption:**

Less than 60 W (power is supplied from the main unit)

◆ **Dimensions (W × D × H):**

- 1 Tray Paper Unit  
695 × 603 × 834 mm, 27.4" × 23.8" × 32.9"
- 2 Tray Paper Unit  
695 × 603 × 932 mm, 27.4" × 23.8" × 36.7"

◆ **Weight:**

Approx. 38 kg, 83.8 lb. (main unit only)

## Punch Kit (Booklet finisher)

---

### ◆ Paper size

- 2 holes: A3□, A4□, B4 JIS□, B5 JIS□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 14"□,  
8<sup>1</sup>/<sub>2</sub>" × 11"□
- 4 holes: A3□, A4□

### ◆ Paper weight:

64 – 128 g/m<sup>2</sup> (16–34 lb.)

### ◆ Power consumption:

60 W (power is supplied from the main unit.)

### ◆ Dimensions (W × D × H):

137 × 560 × 170 mm, 5.4" × 22.1" × 6.7"

### ◆ Weight:

Approx. 3.0 kg, 6.7 lb

### >Note

□ Specifications are subject to change without notice.

---

## 1 Tray Paper Unit

---

### ◆ Paper weight:

60–105 g/m<sup>2</sup> (16–28 lb.)

### ◆ Paper size:

A3□, B4 JIS□, A4□, B5 JIS□, A5□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 14"□,  
8<sup>1</sup>/<sub>2</sub>" × 13"□, 8<sup>1</sup>/<sub>2</sub>" × 11"□, 8<sup>1</sup>/<sub>4</sub>" × 13"□, 8" × 13"□, 7<sup>1</sup>/<sub>4</sub>" × 10<sup>1</sup>/<sub>2</sub>"□,  
8<sup>1</sup>/<sub>4</sub>" × 14"□, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"□

### ◆ Maximum power consumption:

Less than 50 W (power is supplied from the main unit)

### ◆ Paper capacity:

550 sheets (80 g/m<sup>2</sup>, 20 lb.)

### ◆ Dimensions (W × D × H):

578 × 648 × 876 mm, 22.8" × 25.6" × 34.5"

### ◆ Weight:

Approx. 18 kg, 39.7 lb.

### Note

□ Specifications are subject to change without notice.

---

## 2 Tray Paper Unit

---

**❖ Paper weight:**

60–105 g/m<sup>2</sup> (16–28 lb.)

**❖ Paper size:**

A3□, B4 JIS□, A4□□, B5 JIS□□, A5□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 14"□, 8<sup>1</sup>/<sub>2</sub>" × 13"□, 8<sup>1</sup>/<sub>2</sub>" × 11"□□, 8<sup>1</sup>/<sub>4</sub>" × 13"□, 8" × 13"□, 7<sup>1</sup>/<sub>4</sub>" × 10<sup>1</sup>/<sub>2</sub>"□, 8<sup>1</sup>/<sub>4</sub>" × 14"□, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"□

**❖ Maximum power consumption:**

Less than 50 W (power is supplied from the main unit)

**❖ Paper capacity:**

1,100 sheets (80 g/m<sup>2</sup>, 20 lb.) × 2 trays

**❖ Dimensions (W × D × H):**

578 × 648 × 974 mm, 22.8" × 25.6" × 38.4"

**❖ Weight:**

Approx. 25 kg, 55.2 lb.

---

## Large Capacity Tray

---

**❖ Paper size:**

A4□, 8<sup>1</sup>/<sub>2</sub>" × 11"□

**❖ Paper weight:**

60 – 105 g/m<sup>2</sup>, 16 – 28 lb.

**❖ Paper capacity:**

2,000 sheets (80 g/m<sup>2</sup>, 20 lb.)

**❖ Power consumption:**

Maximum 50 W (power is supplied from the main unit)

**❖ Dimensions (W × D × H, option unit):**

578 × 648 × 974 mm, 22.8" × 25.6" × 38.4"

**❖ Weight:**

Approx. 25 kg, 55.2 lb.

**>Note**

□ Specifications are subject to change without notice.

## Scanner Accessibility Unit

This unit lets you operate the machine or scan documents from the side instead of using the control panel on the machine.

 **Note**

- When the scanner accessibility unit is installed, the control panel and the scanner unit on the machine cannot be used.

# Copy Paper

## Recommended Paper Sizes and Types

The following limitations apply to each tray:

Tray type	Paper type and weight	Metric version	Inch version	Paper capacity
Tray 1	60-105 g/m <sup>2</sup> (16-28 lb.)	A4□, 8 <sup>1</sup> / <sub>2</sub> " × 11"□		500 sheets
Tray 2 Paper Tray Unit (Tray 3– 4)(option)	60-105 g/m <sup>2</sup> (16-28 lb.)	A3□, B4 JIS□, A4□□, B5 JIS□□, A5□, 11"×17"□, 8 <sup>1</sup> / <sub>2</sub> "×14"□, 8 <sup>1</sup> / <sub>2</sub> "×11"□□, 7 <sup>1</sup> / <sub>4</sub> "×10 <sup>1</sup> / <sub>2</sub> "□, 8"×13"□, 8 <sup>1</sup> / <sub>2</sub> "×13"□, 8 <sup>1</sup> / <sub>4</sub> "×13"□		500 sheets

Tray type	Paper type and weight	Metric version	Inch version	Paper capacity
Bypass tray *1	Standard paper 60-90 g/m <sup>2</sup> (16-24 lb.)	A3□, B4 JIS□, A4□□, A6□, B5 JIS□□, A5□□, B6 JIS□, 11" × 17"□, 8 <sup>1</sup> / <sub>2</sub> " × 11"□□, 8 <sup>1</sup> / <sub>2</sub> " × 14"□, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "□, 12" × 18"□	B4 JIS□, A4□□, B5 JIS□□, A5□□, B6 JIS□, A6□, Postcard□, 8 <sup>1</sup> / <sub>2</sub> " × 14"□, 7 <sup>1</sup> / <sub>4</sub> " × 10 <sup>1</sup> / <sub>2</sub> "□□, 8 <sup>1</sup> / <sub>2</sub> " × 13"□, 8 <sup>1</sup> / <sub>4</sub> " × 13"□	100 sheets
		Custom size Vertical: 90-305 mm Horizontal: 148-457.2 mm	Custom size Vertical: 3.6"-12.0" Horizontal: 5.8"-18.0"	
	Middle thick paper 91-105 g/m <sup>2</sup> (24-28 lb.)	A3□, B4 JIS□, A4□□, A6□, B5 JIS□□, A5□□, B6 JIS□, 11" × 17"□, 8 <sup>1</sup> / <sub>2</sub> " × 11"□□, 8 <sup>1</sup> / <sub>2</sub> " × 14"□, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "□, 12" × 18"□	B4 JIS□, A4□□, B5 JIS□□, A5□□, B6 JIS□, A6□, Postcard□, 8 <sup>1</sup> / <sub>2</sub> " × 14"□, 7 <sup>1</sup> / <sub>4</sub> " × 10 <sup>1</sup> / <sub>2</sub> "□□, 8 <sup>1</sup> / <sub>2</sub> " × 13"□, 8 <sup>1</sup> / <sub>4</sub> " × 13"□	
		Custom size Vertical: 90-305 mm Horizontal: 148-457.2 mm	Custom size Vertical: 3.6"-12.0" Horizontal: 5.8"-18.0"	
	Thick paper *3 *5 *6 106-163 g/m <sup>2</sup> (28-43.5 lb.)	A3□, B4 JIS□, A4□□, A6□, B5 JIS□□, A5□□, B6 JIS□, 11" × 17"□, 8 <sup>1</sup> / <sub>2</sub> " × 11"□□, 8 <sup>1</sup> / <sub>2</sub> " × 14"□, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "□, 12" × 18"□	A3□, 11" × 17"□, 8 <sup>1</sup> / <sub>2</sub> " × 11"□□, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "□	*3
		Custom size Vertical: 90-305 mm Horizontal: 148-457.2 mm	Custom size Vertical: 3.6"-12.0" Horizontal: 5.8"-18.0"	
	Translucent paper	A3□, B4 JIS□, A4□□, B5 JIS□□	A3□, 11" × 17"□, 8 <sup>1</sup> / <sub>2</sub> " × 11"□□, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "□	10 sheets
	OHP transparencies *7 *2	A4□□	8 <sup>1</sup> / <sub>2</sub> " × 11"□	50 sheets
	Label paper (adhesive labels) *2 *3 *6	B4□, A4□□	A3□, 11" × 17"□, 8 <sup>1</sup> / <sub>2</sub> " × 11"□□, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "□	30 sheets
LCT (optional) *3 *4	60-105 g/m <sup>2</sup> (16-28 lb.)	A4□, 8 <sup>1</sup> / <sub>2</sub> " × 11"□		2000 sheets

\*1 When copying onto custom size paper, you need to specify vertical and horizontal dimensions. See "Copying from the Bypass Tray", *Copy Reference*.

\*2 Placing one sheet at a time is recommended. See "Copying from the Bypass Tray", *Copy Reference*.

\*3 When loading paper, make sure the top of the stack is not higher than the limit mark of the paper tray.

\*4 The paper guide is immovable. If you want to change the size of paper placed in this tray, contact your service representative.

- \*<sup>5</sup> If you want to use thick (128–163 g/m<sup>2</sup>, 34 lb.–43.5 lb.) paper, select [**Thick Paper**] on the display panel. See “Copying from the Bypass Tray”, *Copy Reference*.
- \*<sup>6</sup> When copying onto label paper from the bypass tray, select [**Thick Paper**] on the display panel. See “Copying from the Bypass Tray”, *Copy Reference*.
- \*<sup>7</sup> When copying onto OHP transparencies from the bypass tray, select [**OHP**] on the display panel. See “Copying from the Bypass Tray”, *Copy Reference*.

### Important

- If you use damp or curled paper, a misfeed may occur.
- Because of the type of toner used by this machine, colours may appear subdued when copied onto OHP transparencies.

### Note

- Load paper into the paper tray, the paper tray unit and the LCT with the print side facing down.
- Place paper in the bypass tray with the print side facing up.
- When using the bypass tray, it is recommended that you set the paper orientation to .
- When loading OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Set the paper orientation to  and select A4, 8<sup>1</sup>/<sub>2</sub>"×11" as paper size.
- When using OHP transparencies, fan them for each use. If you store the sheets in the tray, they may stick together and may cause feeding problems.
- When copying onto OHP transparencies, remove copied sheets one by one.
- If multiple-sheet jams occur, load the paper sheet by sheet.
- Postcards should be fed using the bypass tray. Select [**Thick Paper**] on the display panel. See “Copying from the Bypass Tray”, *Copy Reference*.
- When copying onto letterhead paper, placing orientation differs according to the function you are using. See p.113 “Orientation-Fixed Paper or Two-Sided Paper”.
- If you load paper of the same size in the same orientation in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called “Auto Tray Switching”. (However, if one tray has recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. See “General Features 1/5 Auto Tray Switching”, *Copy Reference* and p.56 “Tray Paper Size:Tray 2–4”.
- The paper types you can select in System Settings are only general classifications. Copy quality for every kind of paper in a classification is not guaranteed. See p.113 “Orientation-Fixed Paper or Two-Sided Paper” for details.
- If you want to use middle thick (91–105 g/m<sup>2</sup>, 24 lb.–28 lb.) paper, select [**Mid-thick/91–105g/m<sup>2</sup>**] under Plain Paper Type. See p.155 “Changing Paper Thickness Settings”.

## Unusable Paper

### **CAUTION:**

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

### **Important**

- To prevent faults, do not use any of the following kinds of paper:
  - Paper for inkjet printers
  - Thermal fax paper
  - Art paper
  - Aluminum foil
  - Carbon paper
  - Conductive paper
  - Paper with perforated lines
  - Hemmed-edge paper
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- Do not use copy paper that has been already copied onto, faults could occur if you do.

### **Note**

- To prevent misfeeds, do not use the following kinds of paper:
  - Bent, folded, or creased paper
  - Torn paper
  - Slippery paper
  - Perforated paper
  - Rough paper
  - Thin paper with little stiffness
  - Paper with a dusty surface
- If you copy onto rough grain paper, the image might be blurred.

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## Paper Storage

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**Note**

- When storing paper, the following precautions should always be followed:
  - Do not store paper where it will be exposed to direct sunlight.
  - Avoid storing paper in humid areas (humidity: 70% or less).
  - Store on a flat surface.
- Do not store paper vertically.
- Under high temperature and humid conditions, or low temperature and humid conditions, store paper in vinyl bags.

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**Declaration of Conformity**

"The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives."

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

**I** means POWER ON.

**O** means POWER OFF.

**⊕** means STAND BY.



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